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ABSTRACT

The Occupational Projection Research Project investigated employer perceptions of the entry level skills, attitudes, and values (SAVs) needed for various occupations as well as employment demands for specific occupational clusters. Using a specially developed interview form, researchers interviewed a stratified random sampling of over 100 business and industry leaders from Passaic County, New Jersey, in order to determine the qualities (SAVs) they regarded as most important in entry workers, the SAVs perceived to be the most difficult to find, and those qualities most commonly found in vocational school graduates. Many of the same qualities identified as most important in entry workers are also among those that are hardest to find in vocational program applicants (including positive work attitudes, ability to understand oral and written instructions, ability to operate job-relevant tools and equipment, pride in workmanship, initiative, and responsibility). While company size and type influenced responses, most respondents agreed that employers of the eighties will require job entrants to possess more high ranked attitudes and values in addition to basic skills. Interest was also expressed in structured, "no-nonsense" education. (Reports outlining the results of this project for urban and rural/suburban areas are available separately--see note.) (MN)

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ED212690

# FINAL REPORT

# OF THE

# OCCUPATIONAL PROJECTION RESEARCH PROJECT

1980-81

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## ABSTRACT

### DESCRIPTION OF PROJECT

(Use this sheet and no more than one other to type in single-spaced form a statement of project objectives, procedures that were followed, state and local priorities emphasized and the expected contribution of the project to vocational education.)

The Urban Occupational Projection Research Project was designed to determine the entry level skills, attitudes and values needed for various occupations. The study also examined employment demands for specific occupational areas (clusters). The study offered vocational educators curriculum guidelines based on the identified skills, attitudes and values required by potential employers in their vicinity. An index of skills, attitudes and values which employers found either most conspicuously lacking or most common in current job applicants was provided. The project also provided an informal index of future job markets based upon the plans of the employers surveyed.

The target population consisted of the businesses and industries located within Passaic County. From this target population a stratified random sample of business and industry leaders was interviewed using a specially developed interview form.

Study results will be provided to vocational schools in the region.

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## A. INTRODUCTION

### 1. PROBLEM

Vocational-technical schools have been accused of turning out students with inadequate or obsolete skills for today's job markets. Vocational schools have also been accused of preparing students for jobs that are being phased out. In order to match the skills, attitudes and values needed by employers with the qualities emphasized in vocational school curricula, vocational schools must keep in close contact with business and industry leaders in the region. Vocational school curricula must be based, to a degree, on perceptions of skills, attitudes, and values required of vocational school graduates. Congruence between these perceptions and reality is, therefore, very important.

The state's vocational-technical schools strive to produce graduates who are in tune with the requirements of employers in the region. Over the years, however, as society changes, employers' needs may change. It is, therefore, incumbent upon the vocational schools to keep abreast of the latest employer needs. Employment needs are of two types:

1. Needs based on projections of how many graduates will be needed by each of the different job clusters or on the requirements of specific businesses and industries in the upcoming decade, and
2. Needs based on the combination of specific skills, attitudes, and values that will prove to be most helpful in securing jobs for vocational program graduates.

This survey project addressed both of these needs by answering the following questions which were crucial for up-to-date vocational training:

1. What were the perceptions of the skills, attitudes, and values considered important by potential employers in the region? What specific mix of skills, attitudes and values was considered

important? We often hear that what was most needed in vocational programs was the latest equipment so students can leave vocational programs with the most up-to-date skills. How important (relative to other areas) was the up-dating of skills? On the other hand, we often hear that what was really needed was a strong grounding in basic skills. How important were basic skills relative to values and attitudes?

2. Was there a difference in the perceptions of needed entry level skills, attitudes and values among industries within the various occupational clusters? Of course, the specific skills needed for clerical workers were different from the specific skills needed by workers, for example, in the mechanical trades. But were the values and attitudes considered most important different for entry level jobs in these two clusters? Moreover, was the blend of skills, attitudes, and values unique for each of the 15 major occupational clusters?
3. Were there distinctions in perception of skills, attitudes and values based on the size of the company? Did large companies give more weight than small companies to skills compared with attitudes and values or was it the other way around? For the same job clusters, did the skills, attitudes, and values change due to the size of the company, and if so, why?

By gathering information to provide schools with an occupation-by-occupation rank order summary of skills, attitudes, and values sought by businesses, this project will enable our vocational technical schools to update their curricula; graduating students will consequently possess skills, attitudes, and values more in line with regional employer needs.

## 2. OBJECTIVES

This survey provided to vocational educators/planners in Passaic County.

1. Guidelines for curriculum development/revision based upon the skills, attitudes and values required by potential employers in their vicinity;
2. An index of skills, attitudes and values which employers find either most conspicuously lacking or most common in current job applicants.
3. An informal index of future job markets based upon the plans of the employers surveyed.

## 3. DEFINITION OF TERMS USED

Occupations: The U.S. government has identified 13 overall job classifications, 45 sub-classifications, and 279 specific occupations in the Occupational Outlook Handbook, 1980-81 edition*.

This study used this occupational listing as the basis for classifying job projections.

Supervisors: Supervisors were defined as those individuals who most closely supervise the performance of specific jobs within an organization. Examples are foreman, managers, office managers, shop foreman.

Business or Industry Leader: A business or industry leader was a key individual in a business or industry who was completely knowledgeable concerning the company. This person provided job projections of company size for the decade of the eighties.

*The Occupational Outlook Handbook, 1980-81 Edition, U.S. Department of Labor, Bureau of Labor Statistics, March 1980, Bulletin #2075.

## 4. BACKGROUND INFORMATION

The history of the Occupational Project Research Project is as follows:

Realizing that the skills and demands of a technological society grow more complex every day, the Hunterdon County Career Education Coordinating Council had asked one of its members, Mr. John Baker of Valvic, Inc., a manufacturer of industrial rubber products to develop a survey for local businesses to aid vocational school curricula. Mr. Baker had heard of Educational Improvement Center - Northwest and wanted to know more about the organization. He contacted Dr. Thomas Hamill, the Executive Director. From their meeting the idea for an Occupational Projection Survey was developed, and it was presented to the Hunterdon County Career Education Coordinating Council. The Council endorsed the proposed survey. EIC-NW wrote a proposal which was funded through the New Jersey Department of Education, Vocational Education and Career Development Division.

Later in the year the original study which centered around Hunterdon and Sussex counties was expanded to a separate Passaic County survey. This report summarizes the findings for Passaic County.

## B. BODY OF REPORT

### 1. PROCEDURES

#### General Design

A personal interview survey form was used to gather the data. This approach was particularly appropriate because it allowed respondents the opportunity to reflect on their statements and make modifications based on feedback from the interview.

Another key feature of this design was the division of the survey into two parts. In part one, a business or industry leader was asked to project job opportunities for the upcoming decade. In part two, a supervisor for a specific occupational category reported on the skills, attitudes and values he/she considered important to that specific occupational category. Therefore, the key individual having the most valid information completed the appropriate part of the survey.

#### Population Sample

The target population consisted of the businesses and industries located within Passaic County. From this target population a stratified random sample of businesses and industries was drawn. The population was stratified based on the size of each industry. Equal samples were drawn from industries containing between 1 and 25 employees, 26-50 employees; 51-100 employees; 101-500 employees; and over 500 employees.

At first the county industrial directory was used to identify the population and draw the sample. Then the telephone directory was used to identify additional businesses.

Contact was made by phone to each company or business. A minimum expectation was that 100 companies would be contacted and would participate in the survey.

Data and Instrumentation

All data was gathered using a personal interview survey form. This technique was preferable to a mailed questionnaire technique for a number of reasons. See Appendix I for survey instrument and overall job classification and sub-classification lists.

1. Most mailed questionnaire studies suffer from low response rates. When fewer than 60 percent of respondents complete a questionnaire, bias often results. The nature of the bias is difficult to predict.
2. With a mailed questionnaire there is no opportunity to follow-up specific responses and probe for the reason why something was noted or emphasized. With an interview format, probing and follow-up is possible.
3. A third weakness of a questionnaire is the inability to determine how well respondents understood the questions.

For all of these reasons, the interview technique was used for this survey. Although considerably more costly, the interview technique offered a good opportunity to obtain clearly understood, unbiased, and specific information

The interview schedule used for the Occupational Projection Research Project is given in Appendix I. The questions asked on the interview schedule are as follows:

Questions for Business Leader

1. What were the specific jobs and how many employees were currently working in each of these jobs in your company?
2. Did you expect an increase or decrease in staff size during the next decade, and by approximately how many total employees and in which specific job categories?

## Questions for Job Area Supervisors

3. Supervisors were requested to compile a list of up to twenty skills, attitudes and values which they considered important for entry level employees. A suggested list of 64 skills, attitudes and values was provided for convenience, but each supervisor was encouraged to give spontaneous answers.
4. Respondents were asked to develop a list of the most common skills, attitudes, and values, as well as those most difficult to find.
5. Respondents were also asked to which combination of a) high school experience; b) vocational-training or course work; and c) prior work experience they prefered in a job applicant.
6. Finally, respondents were asked, "If you were a member of a local vocational school board, what recommendations would you make to help the school prepare for the decade of the eighties?"

Analysis

After gathering the interview data, a tally sheet was used to summarize and to code for computer analysis. The coded data was then keypunched onto an IBM 5120 computer. For each question the number of respondents and the percentage of respondents selecting an alternative was reported. Data was also organized in rank order. Specifically, the following analyses were performed.

| Question | Analysis |
|---|---|
| 1. Size of Organization | A rank order list based on organization sizes of 1-25, 26-50, 51-100, 101-500, 501 and over. |
| 2. Occupations reported (based on number and positions reported by company officer) | A rank order list based on the 45 major job classifications identified by the Department of Labor (For example: foundry occupations, machining occupations, etc.). |
| 3. Predicted change in number of employees and specific positions in the next decade. | For each of the 45 major job classifications, how many companies reported increases or decreases in the next decade. Changes will be based on the number of companies reporting increases of +100 people, +51 to 100, +26 to 50, +6 to 25, +1 to 5, no change, a loss of -1 to 5 people, -6 to 25, -26 to 50, -51 to to 100, -101 or more employees. |
| 4. Skills, attitudes or values considered important in employees (each supervisor selects one job classification only.) | a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification.<br>b) The above data sorted by company size.<br>c) An overall rank order listing of the skills, attitudes and values selected by respondents. |
| 5. Skills, attitudes, or values considered most difficult to find in employees. | a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification.<br>b) The above data sorted by company size. |

| | |
|---|---|
| | c) An overall rank order listing of the skills, attitudes and values selected by respondents. |
| 6. Skills, attitudes, or values which seem most commonly found in employees. | a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification.<br><br>b) The above data sorted by company size.<br><br>c) An overall rank order listing of the skills, attitudes and values selected by respondents. |
| 7. Preference for high school graduation, vo-tech training or work experience in new employees. | Mean and standard deviation for each of 8 possible combinations of variables. |
| 8. Comments and recommendations. | Listing of comments and recommendations with frequency of occurrence. |

## 2. FINDINGS

### FINDINGS OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES

The skills, attitudes, and values respondents considered most important for newly graduated vocational program students, given in rank order, is provided in Table I.

This table, and each succeeding table using the same table format, presents each quality, the number of respondents selecting the quality and the percentage of respondents selecting the quality. Respondents were asked to select up to 20 skills, attitudes or values, in any order from a list of 23 skills, 22 attitudes and 19 values (total of 64). Respondents were allowed to add their own skills, attitudes, or values (hereafter called SAV's) to the list if a wanted quality was not available from the list. Few respondents took the opportunity to do so. Many respondents selected fewer than 20 SAV's.

Looking at the SAV's selected, a total of 20 qualities were picked by over 30 percent of respondents; seven qualities were identified by over 50 percent of respondents. Of the top 20 SAV'S, 7 were skills, 6 attitudes, and 7 were values; the most important SAV'S were: Cooperation with fellow workers (63%); Exhibits positive work attitude (63%); Understands and follows oral and written instructions (61%); Operating tools and equipment relevant to job (60%); Communicating effectively with clients and fellow workers (53%); Maintains good health, neatness, good grooming and fitness habits (53%); and Exhibits pride in workmanship (51%).

Table II presents a summary of most important skills, attitudes, and values reported by various respondent groups. The purpose of this table is to examine SAV importance in terms of possible difference between various occupational clusters or various company sizes and the overall group analysis given in Table I. That is, were the SAV's selected as most important by industrial production supervisors similar to those selected by all respondents combined? Were the

SAV's selected as most important by supervisors in companies or businesses of 1-25 employees similar to those selected by all respondents combined?

The numbers in the table are the percentage of respondents selecting a particular SAV. Only the highest ranked SAV's were included in this summary and comparison.

An important note is in order here. The total number of respondents was over 100. The number of respondents in each of the sub-groups, however, is considerably less. The reliability of sub-group rankings must therefore be questioned.

TABLE I

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT (N=102)

| RANK ORDER | | QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|---|---|
| 1.5 | A2 | Cooperates with fellow workers | 63 | 63 |
| 1.5 | A5 | Exhibits positive work attitude | 63 | 63 |
| 3 | S15 | Understanding and following oral and written instructions | 61 | 61 |
| 4 | S12 | Operating tools and equipment relevant to job | 60 | 60 |
| 5.5 | S23 | Communicating effectively with clients and fellow workers | 53 | 53 |
| 5.5 | V4 | Maintains good health, neatness, good grooming and fitness habits | 53 | 53 |
| 7 | V5 | Exhibits pride in workmanship | 51 | 51 |
| 8 | A16 | Demonstrates initiative on the job | 48 | 48 |
| 9 | S4 | Performing tasks requiring manual - perceptual skills | 47 | 47 |
| 10 | V13 | Demonstrates that one is a responsible worker | 46 | 46 |
| 11.5 | A10 | Practices safety toward self and others | 44 | 44 |
| 11.5 | V8 | Values checking own work for thoroughness and accuracy | 44 | 44 |
| 13 | A6 | Works independently when necessary | 41 | 41 |
| 14.5 | S6 | Applying computational skills | 39 | 39 |
| 14.5 | V3 | Demonstrates integrity, tells the truth, keeps promises, pays debts | 39 | 39 |
| 16.5 | S10 | Budgeting time effectively | 38 | 38 |
| 16.5 | S14 | Reading, writing and speaking effectively | 38 | 38 |
| 18 | A19 | Uses time and energy efficiently | 35 | 35 |
| 19 | V15 | Understands that one is paid relative to the value of work | 32 | 32 |
| 20 | V10 | Willingly acquires additional training and education relevant to job function | 30 | 30 |
| 21.5 | S13 | Adapting and adjusting to change, is flexible | 29 | 29 |
| 21.5 | S19 | Organizing self and situations to accomplish tasks | 29 | 29 |
| 23.5 | S2 | Using measurements, equivalents, ratios and proportions | 27 | 27 |
| 23.5 | A3 | Copes with authority exercised by others in constructive ways | 27 | 27 |
| 25 | V19 | Strives for excellence and competence | 26 | 26 |
| 26 | A9 | Completes assignments on time | 25 | 25 |
| 27 | S7 | Planning, making or assembling job-related items | 24 | 24 |
| 29.5 | A11 | Reacts positively to constructive criticism | 23 | 23 |
| 29.5 | A12 | Assumes personal responsibility for the consequences of his/her choices | 23 | 23 |
| 29.5 | A22 | Accepts all honest work as honorable and having worth and dignity | 23 | 23 |
| 29.5 | V20 | Regular in attendance | 23 | 23 |
| 32.5 | A20 | Handles stress on the job | 22 | 22 |
| 32.5 | A21 | Understand the economic interrelationship between the employee's productivity, etc. | 22 | 22 |

TABLE I

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=102)

| RANK ORDER | | QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|---|---|
| 34.5 | S21 | Anticipating needs of job and/or clients | 20 | 20 |
| 34.5 | V11 | Is independent and self-reliant | 20 | 20 |
| 36 | V2 | Values own worth and dignity | 19 | 19 |
| 38.5 | S5 | Making appropriate "next-step" choices | 18 | 18 |
| 38.5 | S9 | Applying concepts, principles and procedures to circumstances different from those in which learned | 18 | 18 |
| 38.5 | V9 | Views all honest work as honorable, worthy and dignified | 18 | 18 |
| 38.5 | V12 | Uses ethical standards of conduct | 18 | 18 |
| 42 | S16 | Adjusting, repairing and maintaining job-related equipment | 17 | 17 |
| 42 | S17 | Relating basic procedures and principles to specific work areas | 17 | 17 |
| 42 | S20 | Maintaining accurate and appropriate records | 17 | 17 |
| 44 | V1 | Maintains self-discipline | 16 | 16 |
| 46 | A4 | Adjusts behaviors to meet employer's changing values and needs | 14 | 14 |
| 46 | A8 | Understands and accepts the apprenctice role | 14 | 14 |
| 46 | V23 | Is courteous and respectful to clients and fellow workers | 14 | 14 |
| 48.5 | S1 | Developing, interpreting graphs, charts and tables | 13 | 13 |
| 48.5 | S3 | Preparing reports and summaries | 13 | 13 |
| 51 | A14 | Copes with varying expectations from supervisors in order to satisfactorily perform in a given work situation | 11 | 11 |
| 51 | V17 | Recognizes the difference between the satisfaction from having earned something from being given something | 11 | 11 |
| 51 | V21 | Is punctual, on time | 11 | 11 |
| 53 | A17 | Practices behaviors that contribute to job retention or advancement | 10 | 10 |
| 55 | S22 | Instructing others in job-related tasks | 9 | 9 |
| 55 | V16 | Understands the interrelated role of management and labor | 9 | 9 |
| 55 | V18 | Desires upward economic mobilitly | 9 | 9 |
| 57 | A15 | Reacts positively to competitive situations, win or lose | 8 | 8 |
| 58.5 | S11 | Calculating and estimating quantitatively | 7 | 7 |
| 58.5 | A1 | Appreciates individual differences | 7 | 7 |
| 60 | V7 | Respects an individual's rights and responsibilities for a self-determined life style | 6 | 6 |
| 62 | A7 | Develops ideas to improve methods | 5 | 5 |
| 62 | V14 | Has a basic understanding and appreciation of the free enterprise system | 5 | 5 |
| 62 | V24 | Positive, outgoing behavior; enthusiasm | 5 | 5 |
| 66.5 | S18 | Implmenting, modifying plans on basis of feedback | 4 | 4 |
| 66.5 | A18 | Copes with failure | 4 | 4 |

TABLE I

OVERALL OCCUPATION RANK ORDER LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=102)

| RANK ORDER | QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|---|
| 66.5 | A25 Is neat about work | 4 | 4 |
| 66.5 | V6 Manages personal income effectively | 4 | 4 |
| 66.5 | V22 Works hard, is industrious | 4 | 4 |
| 66.5 | V26 Pays attention, listens | 4 | 4 |
| 71 | S8 Developing and interpreting statistical data | 3 | 3 |
| 71 | A13 Both compromises and exercises influence in the achievement of group goals | 3 | 3 |
| 71 | A27 Is goal oriented rather than "job" oriented | 3 | 3 |
| 73.5 | S25 Completes tasks; is patient | 2 | 2 |
| 73.5 | V25 Doesn't waste time | 2 | 2 |
| 76 | S27 Asks questions | 1 | 1 |
| 76 | A26 Shows respect for others' property | 1 | 1 |
| 76 | A27 Shows company loyalty | 1 | 1 |

Summary of Most Important Skills, Attitudes and Values Reported by Various Respondent Groups

A total of 9 different respondent groups were compared with respondents from all groups. Four of these groups represented specific occupational clusters. The original proposal intent was to compare each of the 15 occupational clusters identified by the U.S. Department of Labor. Unfortunately, the number of respondents available was not sufficient for more than four sub-groups. These were: industrial production supervisors, office related supervisors, service supervisors, and sales supervisors. Five of these sub-groups represented delineations of company size: companies of 1-25 employees, companies of 26-50 employees, companies of 51-100 employees, companies of 101-500 employees, and companies of 501 or more employees. As noted earlier, a total of 20 SAV's were selected by at least 30 percent or more of all respondents. The two sub-groups that most closely matched the overall ranking were companies of 101-500 employees with 18 of 20 need areas and supervisors of industrial production occupations also with 18 of 20 need areas. The least amount of agreement between a sub-group ranking and the total ranking was for the service and sales supervisors who agreed with the overall ranking in 12 of the 20 need areas. The next few pages will describe the specific differences from one group to another by listing areas of special interest for particular sub-groups and also listing areas of lower interest.

Industrial Production Occupations

Five highest ranked SAV'S are reported; where tied, fewer than five are given. The five most important SAV'S for industrial production occupations supervisors were: Operating tools and equipment relevant to job (77%); Exhibits positive work attitude (72%); Cooperates with fellow workers (70%); Understanding and following written and oral instructions (70%); and performing tasks requiring manual-perceptual skills (60%).

Industrial production supervisors concurred with the respondents as a whole in eighteen of the twenty SAV'S selected as most important. Additional need areas considered most important were: Using measurements, equivalents, ratios and proportions; and Planning, making or assembling job related items. Areas not considered as important were: Budgeting time effectively, and Willingly acquires additional training and education.

Office Related Occupations

The four most important SAV'S for office related supervisors were: Communicating effectively with clients and fellow workers (91%); Maintains good health, neatness, grooming and fitness habits (73%); Demonstrates initiative on the job (73%); and Willingly aquires additional training and education relevant to job function (73%).

Office related supervisors concurred with their respondents as a whole in fifteen of the twenty SAV'S selected as most important. Additional need areas considered most important by office related supervisors were: Maintaining accurate and appropriate records, and Is independent and self-reliant. Areas not considered as important by office related supervisors were: Checking own work for accuracy; Practices safety towards self and others; Budgets time effectively; Uses time and energy efficiently; and Understands that one is paid relative to the value of work.

Service Occupations

The three most important SAV'S for service occupations were: Maintains good health, neatness, grooming and fitness habits (72%); Understanding and following written and oral instructions (61%); and Exhibits positive work attitude (55%).

Service occupations supervisors concurred with their respondents as a whole in only twelve of the twenty SAV'S selected as most important. Service related supervisors obviously saw some large differences in the skills, attitudes and values considered to be most important for newly hired vocational school graduates. Additional need areas considered most important by service supervisors were: Adapting and adjusting to change, is flexible; Instructing others in job related tasks; Accepts all honest work as honorable and having worth and dignity; and Views all honest work as honorable worthy, and dignified. Areas not considered as important by service supervisors were: Communicating effectively with clients and fellow workers; Values checking own work for thoroughness and accuracy; Works independently when necessary; Demonstrates integrity, tells the truth, keeps promisses, pays debts; Reading, writing and speaking effectively; uses time and energy efficiently; Understands that one is paid relative to the value of work; and Willingly acquires additional training and education relative to job function.

Sales Occupations

The five most important SAV'S for sales occupation were: Cooperates with fellow workers (61%); Exhibits positive work attitude (61%); Maintains good health, neatness, grooming and fitness habits (61%); Exhibits pride in workmanship (61%); and Communicating effectively with clients and fellow workers (55%). Sales occupation supervisors concurred with respondents as a whole in twelve of the twenty SAV'S selected as most important. Here, as with service

supervisors, there were considerable differences between this sub-group and all groups combined. Additional areas considered most important by sales supervisors were Adapting and adjusting to change, is flexible, and Strives for excellence and competence. Areas not considered as important were: Understanding and following written and oral instruction; Demonstrates initiative on the job; Performing tasks requiring manual-perceptual skills; Practices safety towards self and others; Demonstrates integrity, tells the truth, keeps promises, pays debts; Applying computational skills; Uses time and energy efficiently; and Understands that one is paid relative to the value of work.

Companies With 1-25 Employees

The five most important SAV'S according to supervisors in companies of 1-25 employees were: Operating tools and equipment relative to job (67%); Exhibits positive work attitude (65%); Understanding and following oral and written instructions (50%); Exhibits pride in workmanship (50%); and Performing tasks requiring manual-perceptual skills (50%). Supervisors with 1-25 employees concurred with the respondents as a whole and 17 of the 20 SAV'S selected as most important. One additional need area considered most important by supervisors in small companies or businesses was using measures, equivalents, ratios and proportions. Areas not considered as important by supervisors in companies of 1-25 employees were: Budgeting time effectively; Reading, writing, and speaking effectively; and Willingly acquires additional training in education relative to job function.

Companies of 26-50 Employees

The two most important SAV'S according to supervisors in companies of 26-50 employees were: maintains good health, neatness, good grooming and fitness habits (74%) and cooperates with fellow workers. Supervisors in companies of

26-50 employees concurred with the respondents as a whole in 14 of the 20 SAV'S selected as most important. One additional identified by these supervisors was: Adapting and adjusting to change, is flexible. Areas not considered as important by supervisors in companies of 26-50 employees were: Understanding and filing written and oral instruction; Demonstrates that one is a responsible worker; Practices safety towards self and others; Works independently when necessary; Uses time and energy efficiently; and Understands that one is paid relative to the value of work.

Companies of 51-100 Employees

The five most important SAV'S in companies of 51-100 employees were: Cooperates with fellow workers (80%); Understanding and following written instructions (70%); Demonstrates that one is a responsible worker; Demonstrates integrity, tells the truth, keeps promises, pays debts (70%); Reading, writing, and speaking effectively (70%). Supervisors in companies of 51-100 employees concurred with the respondents as a whole in 17 of the 20 SAV'S selected as most important. Additional need areas considered to most important by supervisors in companies of 51-100 employees were: Handle stress on the job; and Copes with authority exercised by others in constructive ways. Areas not considered as important by these supervisors were: Performing tasks requiring manual-perceptual skills; Applying computational skills; and Willingly acquires additional training and education relevant to job function.

Companies of 101-500 Employees

The four most important SAV'S according to supervisors in companies of 101 to 500 employees were: Understanding and following written and oral instruction (83%); Cooperates with fellow workers (78%); Exhibits positive work attitude (61%); and Maintains good health, neatness, grooming and fitness habits (61%).

Supervisors in companies of 101-500 employees concurred with the respondents as a whole in 18 of the 20 SAV'S selected as most important. This was a very high relationship with the total group. Additional need areas considered to be most important by supervisors in companies of 101-500 employees were: Planning, making or assembling job related items; Maintaining accurate and appropriate records; and Adapting and adjusting to change, is flexible. Areas not considered as important by these supervisors were: Works independently when necessary, and Demonstrates integrity, tells the truth, keeps promises and pays debts.

Companies of 501 or More Employees

The five most important SAV'S according to supervisors in companies of 501 or more employees were: Cooperates with fellow workers (86%); Exhibits positive work attitude (71%); Operating tools and equipment relative to job (71%); Communicating effectively with clients and fellow workers (71%); and Applying computation skills. Supervisors in companies of 501 and more employees concurred with the respondents as a whole in 13 of the 20 SAV'S selected as most important. Additonal need areas considered most important by supervisors in largest companies were: Views all work as honorable, worthy, and dignified; Organizing self and situations to accomplish tasks; Reacts positively to constructive criticism; and Handles stress on the job. Areas not considered as important by the supervisors of largest companies were: Values checking own work for thoroughness and accuracy; Demonstrates integrity, tells the truth, keeps promises, pays debts; Budgeting time effectively; Uses time and energy efficiently; Understands that one is paid relative to the value of work; and Willingly acquires additional training in education relevant to job function.

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

| TABLE NO. | | I | VI | VII | VIII | IX | X | XI | XII | XIII | XVIII |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CATEGORY | | All Groups | Ind Prod | Office Related | Service | Sales | 1-25 Empl. | 26-50 Empl. | 51-100 Empl. | 101-500 Empl. | 501+ Empl. |
| | QUALITY | | | | | | | | | | |
| A2 | Cooperates with fellow workers | 63* | 70 | 64 | 50 | 61 | 46 | 68 | 80 | 78 | 86 |
| A5 | Exhibits positive work attitude | 63 | 72 | 45 | 55 | 61 | 65 | 58 | 50 | 61 | 71 |
| S15 | Understanding and following written & oral instruction | 61 | 70 | 54 | 61 | -- | 50 | -- | 70 | 83 | 57 |
| S12 | Operating tools & equipment relevant to job | 60 | 77 | 45 | 50 | 39 | 67 | 58 | 60 | 33 | 71 |
| S23 | Communicating effectively w/clients & fellow workers | 53 | 37 | 91 | -- | 55 | 46 | 58 | 60 | 50 | 71 |
| V4 | Maintains good health, neatness, good grooming and fitness habits | 53 | 37 | 73 | 72 | 61 | 42 | 74 | 50 | 61 | 43 |
| V5 | Exhibits pride in workmanship | 51 | 51 | 45 | 33 | 61 | 50 | 47 | 50 | 56 | 43 |
| A16 | Demonstrates initiative on the job | 48 | 47 | 73 | 50 | -- | 42 | 42 | 50 | 56 | -- |
| S4 | Performing tasks requiring manual-perceptual skills | 47 | 60 | 45 | 44 | -- | 50 | 42 | -- | 50 | 43 |
| V13 | Demonstrates that one is a responsible worker | 46 | 51 | 64 | 39 | 44 | 46 | -- | 70 | 39 | 43 |
| V8 | Values checking own work for thoroughness & accuracy | 44 | 47 | -- | -- | 44 | 44 | 42 | 60 | 44 | -- |
| A10 | Practices safety towards self and others | 44 | 57 | -- | 44 | -- | 48 | -- | 60 | 33 | 43 |
| A6 | Works independently when necessary | 41 | 42 | 45 | -- | 39 | 44 | -- | 40 | -- | 57 |
| V3 | Demonstrates integrity, tells the truth, keeps promises, pays debt | 39 | 40 | 64 | -- | -- | 35 | 37 | 70 | -- | -- |
| S6 | Applying computational skills | 39 | 40 | 64 | 33 | -- | 35 | 47 | -- | 33 | 71 |
| S10 | Budgeting time effectively | 38 | -- | -- | 50 | 50 | -- | 58 | 40 | 50 | -- |
| S14 | Reading, writing & speaking effectively | 38 | 35 | 64 | -- | 50 | -- | 58 | 70 | 39 | 57 |
| A19 | Uses time and energy efficiently | 35 | 40 | -- | -- | -- | 31 | -- | 40 | 44 | -- |
| V15 | Understands that one is paid relative to the value of work | 32 | 37 | -- | -- | -- | 31 | -- | 40 | 44 | -- |
| V10 | Willingly acquires additional training and education relevant to job function | 30 | -- | 73 | -- | 39 | -- | 47 | -- | 33 | -- |
| S2 | Using measurements, equivalents, ratios & proportions | -- | 35 | -- | -- | -- | 31 | -- | -- | -- | -- |
| S7 | Planning, making or assembling job related items | -- | 37 | -- | -- | -- | -- | -- | -- | 33 | -- |
| S20 | Maintaining accurate and appropriate records | -- | -- | 45 | -- | -- | -- | -- | -- | 33 | -- |

*Numbers in tables represent the percent of a group of respondents selecting need area.

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

| TABLE NO. | I | VIII | IX | X | XI | XIV | XV | XVI | XVII | XVIII |
|---|---|---|---|---|---|---|---|---|---|---|
| CATEGORY | All Groups | Ind Prod | Office Related | Service | Sales | 1-25 Empl. | 26-50 Empl. | 51-100 Empl. | 101-500 Empl. | 501+ Empl. |
| QUALITY | | | | | | | | | | |
| V11 Is independent and self-reliant | -- | -- | 45 | -- | -- | -- | -- | -- | -- | -- |
| S13 Adapting and adjusting to change, is flexible | -- | -- | -- | 39 | 39 | -- | 53 | -- | 39 | -- |
| S22 Instructing others in job related tasks | -- | -- | -- | 44 | -- | -- | -- | -- | -- | -- |
| A22 Accepts all honest work as honorable and having worth and dignity | -- | -- | -- | 33 | -- | -- | -- | -- | -- | -- |
| V9 Views all honest work as honorable, worthy, and dignified | -- | -- | -- | 33 | -- | -- | -- | -- | -- | 43 |
| S19 Organizing self and situations to accomplish tasks | -- | -- | -- | -- | -- | -- | -- | -- | -- | 43 |
| A11 Reacts positively to constructive criticism | -- | -- | -- | -- | -- | -- | -- | -- | -- | 43 |
| A20 Handles stress on the job | -- | -- | -- | -- | -- | -- | -- | 40 | -- | 43 |
| A3 Copes with authority exercised by others in constructive ways | -- | -- | -- | -- | -- | -- | -- | 40 | -- | -- |
| V19 Strives for excellence and competence | -- | -- | -- | -- | 39 | -- | -- | -- | -- | -- |

*Numbers in tables represent the percent of a group of respondents selecting need area.

## MOST DIFFICULT TO FIND SKILLS, ATTITUDES AND VALUES

The skills, attitudes and values respondents considered most difficult to find for newly graduated vocational program students given in rank order is provided in Table III. Looking at the results in Table III, a total of 10 skills, attitudes and values most difficult to find, were picked by over 10 percent of respondents. When compared with the previous table of SAV's considered most important, a much smaller list of SAV's considered most difficult to find was identified by respondents. The highest ranked SAV was demonstrates initiative on the job (22%). Of the 10 SAV's identified as most difficult to find, 4 were skills, 3 were attitudes, and 3 were values. Of the 10, only 2 were selected by over (20%) of the respondents. These were: demonstrates initiative on the job (22%); and exhibits positive work attitude, (21%).

A summary of the most difficult to find skills, attitudes and values reported by various respondent groups is not presented because of the low response rates for sub-groups.

TABLE III

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO TO FIND

(N=102)

| RANK ORDER | | QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|---|---|
| 1 | A16 | Demonstrates initiative on the job | 22 | 22 |
| 2 | A5 | Exhibits positive work attitude | 21 | 21 |
| 3.5 | S12 | Operating tools and equipment relevant to job | 19 | 19 |
| 3.5 | V5 | Exhibits pride in workmanship | 19 | 19 |
| 5 | V13 | Demonstrates that one is a responsible worker | 17 | 17 |
| 6 | V20 | Regular in attendance | 16 | 16 |
| 7 | S14 | Reading, writing and speaking effectively | 15 | 15 |
| 8 | S15 | Understanding and following oral and written instructions | 13 | 13 |
| 9 | S6 | Applying computational skills | 11 | 11 |
| 10 | A27 | Is goal-oriented career rather than "job" oriented | 10 | 10 |
| 11 | V15 | Understands that one is paid relative to the value of work | 8 | 8 |
| 12.5 | S10 | Budgeting time effectively | 7 | 7 |
| 12.5 | A19 | Uses time and energy efficiently | 7 | 7 |
| 14.5 | S23 | Communicating effectively with clients and fellow workers | 6 | 6 |
| 14.5 | V22 | Works hard | 6 | 6 |
| 18.5 | S19 | Organizing self and situations to accomplish tasks | 5 | 5 |
| 18.5 | A2 | Cooperates with fellow workers | 5 | 5 |
| 18.5 | A6 | Works independently when necessary | 5 | 5 |
| 18.5 | A22 | Accepts all honest work as honorable and having worth and dignity | 5 | 5 |
| 18.5 | V2 | Values own worth and dignity | 5 | 5 |
| 18.5 | V11 | Is independent and self reliant | 5 | 5 |
| 27.5 | S2 | Using measurement, equivalents, ratios, and proportions | 4 | 4 |
| 27.5 | S4 | Performing tasks requiring manual - perceptual skills | 4 | 4 |
| 27.5 | S5 | Making appropriate "next-step" choices | 4 | 4 |
| 27.5 | S13 | Adapting and adjusting to change, is flexible | 4 | 4 |
| 27.5 | A13 | Copes with authority exercised by others in constructive ways | 4 | 4 |
| 27.5 | V3 | Demonstrates integrity, tells the truth, keeps promises, pays debts | 4 | 4 |
| 27.5 | V8 | Values checking own work for thoroughness and accuracy | 4 | 4 |
| 27.5 | V10 | Willingly acquires additional training and education relevant to job function | 4 | 4 |
| 27.5 | V12 | Uses ethical standards of conduct | 4 | 4 |
| 27.5 | V19 | Strives for excellence and competence | 4 | 4 |
| 27.5 | V21 | Is punctual, on time | 4 | 4 |
| 37 | A8 | Understands and accepts the apprentice role | 3 | 3 |
| 37 | A9 | Completes assignments on time | 3 | 3 |
| 37 | A11 | Reacts positively to constructive criticism | 3 | 3 |
| 37 | V1 | Maintains self-discipline | 3 | 3 |
| 37 | V16 | Understands the interrelated role of management and labor | 3 | 3 |

TABLE III

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=102)

| RANK ORDER | | QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|---|---|
| 37 | V23 | Is courteous and respectful to clients and fellow workers | 3 | 3 |
| 37 | V27 | Shows company loyalty | 3 | 3 |
| 48 | S1 | Developing and interpreting graphs, charts, and tables | 2 | 2 |
| 48 | S9 | Applying concepts, principles and procedures to circumstances different from those in which learned | 2 | 2 |
| 48 | S16 | Adjusting, repairing, maintaining job-related equipment | 2 | 2 |
| 48 | S22 | Instucting others in job-related tasks | 2 | 2 |
| 48 | S25 | Completes tasks; is patient | 2 | 2 |
| 48 | A4 | Adjusts behaviors to meet employers changing values and needs | 2 | 2 |
| 48 | A10 | Practices safety towards self and others | 2 | 2 |
| 48 | A14 | Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 2 | 2 |
| 48 | A26 | Shows respect for others' property | 2 | 2 |
| 48 | V4 | Maintains good health, neatness, good grooming and fitness habits | 2 | 2 |
| 48 | V7 | Respects an individual's rights and responsibilities for a self-determined life style | 2 | 2 |
| 48 | V9 | Views all honest work as honorable, worthy and dignified | 2 | 2 |
| 48 | V24 | Positive, outgoing behavior; enthusiasm | 2 | 2 |
| 48 | V25 | Doesn't waste time | 2 | 2 |
| 48 | V26 | Pays attention; listens | 2 | 2 |
| 62.5 | S3 | Preparing reports and summaries | 1 | 1 |
| 62.5 | S7 | Planning, making or assembling job-related items | 1 | 1 |
| 62.5 | S8 | Developing and interpreting statistical data | 1 | 1 |
| 62.5 | S17 | Relating basic procedure and principles to specific work areas | 1 | 1 |
| 62.5 | S20 | Maintaining accurate and appropriate records | 1 | 1 |
| 62.5 | A7 | Develops ideas to improve methods | 1 | 1 |
| 62.5 | A12 | Assumes personal responsibility for the consequences of his/her choice | 1 | 1 |
| 62.5 | A17 | Practices behaviors that contribute to job retention or advancement | 1 | 1 |
| 62.5 | A18 | Copes with failure | 1 | 1 |
| 62.5 | A20 | Handles stress on the job | 1 | 1 |
| 62.5 | A23 | Willing to work overtime | 1 | 1 |
| 62.5 | A25 | Is neat about work | 1 | 1 |
| 62.5 | V17 | Recognizes the differences between the satisfaction of something being earned and being given something | 1 | 1 |
| 62.5 | V18 | Desires upward economic mobility | 1 | 1 |

## MOST COMMON SKILLS, ATTITUDES AND VALUES

The skills, attitudes and values respondents considered most commonly found in newly graduated vocational program students given in rank order is provided in Table IV. A total of 2 SAV's were selected by 10% or more of respondents.

TABLE IV

OVERALL

OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=102)

| RANK ORDER | | QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|---|---|
| 1 | V18 | Desires upward economic mobility | 23 | 23 |
| 2 | A2 | Cooperates with fellow workers | 11 | 11 |
| 3 | V4 | Maintains good health, neatness, good grooming and fitness habits | 8 | 8 |
| 4.5 | V3 | Demonstrates integrity, tells the truth, keep promises, pays debts | 6 | 6 |
| 4.5 | V10 | Willingly acquires additional training and education relevant to job function | 6 | 6 |
| 6 | A5 | Exhibits positive work attitude | 5 | 5 |
| 7.5 | V2 | Values own worth and dignity | 3 | 3 |
| 7.5 | V20 | Regular in attendance | 3 | 3 |
| 14 | S4 | Performing tasks requiring manual-perceptual skills | 2 | 2 |
| 14 | S12 | Operating tools and equipment relevant to job | 2 | 2 |
| 14 | S15 | Understanding and following oral and written directions | 2 | 2 |
| 14 | S23 | Communicating effectively with clients and fellow workers | 2 | 2 |
| 14 | A3 | Copes with authority exercised by others in constructive ways | 2 | 2 |
| 14 | A10 | Practices safety towards self and others | 2 | 2 |
| 14 | A14 | Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 2 | 2 |
| 14 | A16 | Demonstrates initiative on the job | 2 | 2 |
| 14 | A21 | Understands the economic interrelationship between the employee's productivity and the employer's success, and vice versa | 2 | 2 |
| 14 | V5 | Exhibits pride in workmanship | 2 | 2 |
| 14 | V12 | Uses ethical standards of conduct | 2 | 2 |
| 25.5 | S6 | Applying computational skills | 1 | 1 |
| 25.5 | S13 | Adapting and adjusting to change, is flexible | 1 | 1 |
| 25.5 | S14 | Reading, writing and speaking effectively | 1 | 1 |
| 25.5 | S19 | Organizing self and situations to accomplish tasks | 1 | 1 |
| 25.5 | A11 | Reacts positively to constructive criticism | 1 | 1 |
| 25.5 | A22 | Accepts all honest work as honorable and having worth and dignity | 1 | 1 |
| 25.5 | A26 | Shows respect for other's property | 1 | 1 |
| 25.5 | V8 | Values checking own work for thoroughness and accuracy | 1 | 1 |
| 25.5 | V9 | Views all honest work as honorable, worthy, and dignified | 1 | 1 |
| 25.5 | V21 | Is punctual, on time | 1 | 1 |
| 25.5 | V23 | Is courteous and respectful to clients and fellow workers | 1 | 1 |
| 25.5 | V24 | Positive, outgoing behavior; enthusiasm | 1 | 1 |

## SIGNIFICANCE GIVEN TO GRADUATION, TRAINING, OR EXPERIENCE BY SUPERVISORS

Supervisors were asked which combination of a) high school experience; b) vocational-training or course work; and c) prior work experience they preferred in a job applicant. Respondents ranked combinations of these three attributes from one to eight. Results are given below:

| STATEMENT | MEAN RANKING |
|---|---|
| H.S. Graduate with Vo-Tech training and some work experience. | 1.32 |
| H.S. Graduate with NO Vo-Tech. training and some work experience. | 2.85 |
| NO H.S. diploma with Vo-Tech training and some work experience. | 3.64 |
| H.S. Graduate with Vo-Tech training and NO work experience. | 3.80 |
| NO H.S. diploma with Vo-Tech training and NO work experience. | 4.18 |
| H.S. Graduate with NO Vo-Tech training and NO work experience. | 5.24 |

NO H.S. diploma with NO Vo-Tech training and some work experience. 5.44

NO H.S. diploma with NO Vo-Tech training and NO work experience. 7.92

Obviously supervisors preferred graduates with a diploma, course training in vocational area and some work experience. Virtually all respondents ranked that combination of attributes as number one. By the same token, students without a diploma, specific vocational training and prior work experience were ranked last. The purpose of this analysis was to determine the relative distribution of these three attributes.

The second ranked combination called for high school graduation and some work experience with no specific course training. Following that in third place were students with Vo-Tech training and some work experience; but no diploma. In fourth place were students with a diploma and specific training but no work experience.

In summary, respondents generally preferred high school graduation as the most important of the three attributes regardless of prior experience or specific vocational training. Secondly, respondents preferred prior work experience over Vo-Tech training.

## RECOMMENDATIONS MADE BY RESPONDENTS

Recommendations to the final question, "If you were a member of a local vocational school board, what recommendations would you make to help the school prepare for the decade of the eighties?" were tallied and placed in rank order as given below:

| N = (102) SCHOOLS SHOULD: | # RESP. | % RESP. |
|---|---|---|
| 1. Make sure students are strong in basics: reading, writing, math, spelling, grammar and science | 31 | 30 |
| 2. Increase work-study programs; co-operate with businesses; provide "real work" education | 23 | 23 |
| 3. Require neatness in work, punctuality, regular attendance and good grooming | 22 | 22 |
| 4. Teach "Getting Along at Work" (manners, dress attendance, flexibility, respect, understanding of management-labor relations, etc.) | 21 | 21 |
| 5. Better career counseling - don't push college; do vocational aptitude testing; don't let students choose "nothing" or "worthless" classes. | 21 | 21 |
| 6. Make students earn grades; use more discipline, require greater responsibility | 18 | 18 |
| 7. Upgrade the status of Vo-Tech schools and trades education; including the "arts" | 17 | 17 |
| 8. Teach computers and data processing | 13 | 13 |
| 9. Motivate students with more "hands-on" experience; instill pride in workmanship and a desire for further education in field | 12 | 12 |
| 10. Teach understanding of business - "starting at bottom" to succeed; jobs vs. career; goal-orientation | 11 | 11 |
| 11. Send Vo-Tech teachers back to school; don't let them teach outside their field of knowledge | 10 | 10 |

| | | |
|---|---|---|
| 12. Upgrade programs and equipment; focus on needed trades | 10 | 10 |
| 13. Insure adequate funding of trade schools | 9 | 9 |
| 14. Have more "Career Day" activities, career courses, AV aids, tours of industries to observe "real work situations | 9 | 9 |
| 15. Teach time and money management | 9 | 9 |

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

The occupational projections supplied by respondents were not directly related to SAV's required for newly graduated vocational program students. Each respondent was asked to project - for the next 5 to 10 years - which job classifications were expected to increase or decrease in his/her company. The information provided in Table V - A, B and C gives us a summary of these occupational projections. Specific information concerning each of these occupations can be found in the tables placed in Appendix V. The results noted in Table V-A are as follows:

The five occupational clusters expecting the largest average numerical increase per company in the Passaic region are:

| | |
|---|---|
| 1. Mechanics/Repairers | 186 |
| 2. Office | 77 |
| 3. Service | 62 |
| 4. Indust. Prod. & Related | 38 |
| 5. Health | 15 |

The five occupational clusters expecting the largest percentage increasse in the Passaic region are:

| | |
|---|---|
| 1. Health | 750% |
| 2. Service | 129% |
| 3. Perf.Arts/Design/Commun. | 120% |
| 4. Construction | 60% |
| 5. Scientific/Technical | 57% |

The two occupational clusters expecting both a high numerical increase and percentage increase are Service Occupations (specifically food and personal service workers) and Health Occupations (specifically medical technologists, technicians and assistants).

There were no occupational clusters expecting a decrease.

TABLE V-A

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

SUMMARY TABLE

OCCUPATIONAL CLUSTER RANK ORDER LISTS

BASED ON THE NUMBERICAL AND PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES

| OCCUPATIONAL CLUSTER NAME | AVG. INCREASE OR DECREASE IN EMPLOYEES | ÷ | AVERAGE # OF EMPLOYEES PER COMPANY | = | % INCREASE OR DECREASE IN EMPLOYEES IN NEXT DECADE |
|---|---|---|---|---|---|
| **Numerical Increase/Decrease** | | | | | |
| Mechanics/Repairers | 186 | | 461 | | 40% |
| Office | 77 | | 136 | | 56% |
| Service | 62 | | 48 | | 129% |
| Industrial Production/Related | 38 | | 140 | | 27% |
| Health | 15 | | 2 | | 750% |
| Sales | 10 | | 51 | | 20% |
| Construction | 9 | | 15 | | 60% |
| Scientific/Technical | 8 | | 14 | | 57% |
| Performing Arts/Design/ Communication | 6 | | 5 | | 120% |
| Transportation | 4 | | 12 | | 33% |
| **Percentage Increase/Decrease** | | | | | |
| Health | 15 | | 2 | | 750% |
| Service | 62 | | 48 | | 129% |
| Performing Arts/Design/ Communication | 6 | | 5 | | 120% |
| Construction | 9 | | 15 | | 60% |
| Scientific/Technical | 8 | | 14 | | 57% |
| Office | 77 | | 136 | | 56% |
| Mechanics/Repairers | 186 | | 461 | | 40% |
| Transportation | 4 | | 12 | | 33% |
| Industrial Production/Related | 38 | | 140 | | 27% |
| Sales | 10 | | 51 | | 20% |

The results noted in Table V-B are as follows:

The ten occupations expecting the largest average numerical increase per company in the Passaic region are:

| | | |
|---|---|---|
| 1. | Telephone Craft Occupations | 180 |
| 2. | Insurance Occupations | 39 |
| 3. | Food Service Occupations | 34 |
| 4. | Personal Service Occupations | 26 |
| 5. | Other Industrial/Related Occupations | 20 |
| 6. | Computer & Related Occupations | 18 |
| 7. | Medical Technician & Asst. Occupations | 15 |
| 8. | Banking Occupations | 11 |
| 9. | Printing Occupations | 10 |
| 10. | Sales Occupations | 10 |

The results noted in Table V-C are as follows:

The ten occupations expecting the largest percentage increase in the Passic region are:

| | | |
|---|---|---|
| 1. | Medical Technician & Asst. Occupations | 750% |
| 2. | Personal Service Occupations | 200% |
| 3. | Computer & Related Occupations | 150% |
| 4. | Other Scientific/Technical Occupations | 125% |
| 5. | Food Service Occupations | 121% |
| 6. | Design Occupations | 120% |
| 7. | Construction Occupations | 60% |
| 8. | Other Mechanics/Repairers Occupations | 55% |
| 9. | Telephone Craft Occupations | 40% |
| 10. | Machining Occupations | 36% |

Occupations expecting a large increase in both numbers and percentage of employees are:

1. Personal Service Occupations
2. Medical Technician/Assistant Occupations
3. Food Service Occupations
4. Computer/Related Occupations
5. Telephone Craft Occupations

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

### SUMMARY TABLE

### RANK ORDER LIST BASED ON THE NUMERICAL INCREASE OR DECREASE IN EMPLOYEES

| RANK | OCCUPATION NAME | Average Inc. or Dec. in Employees | Average # of Employ. Per Company | % Increase or Decrease in Next Decade |
|---|---|---|---|---|
| 1 | Telephone Craft Occupations | 180 | 450 | +40 |
| 2 | Insurance Occupations | 39 | 152 | +26 |
| 3 | Food Service Occupations | 34 | 18 | +121 |
| 4 | Personal Service Occupations | 26 | 13 | +200 |
| 5 | Other Industrial/Related Occ. | 20 | 86 | +23 |
| 6 | Computer Related Occupations | 18 | 12 | +150 |
| 7 | Medical Tech/Asst. Occupations | 15 | 2 | +750 |
| 8 | Banking Occupations | 11 | 113 | +10 |
| 9 | Printing Occupations | 10 | 32 | +31 |
| 10 | Sales Occupations | 10 | 51 | +20 |
| 11 | Construction Occupations | 9 | 15 | +60 |
| 12 | Machining Occupations | 8 | 22 | +36 |
| 14 | Design Occupations | 6 | 5 | +120 |
| 14 | Other Mechanics/Repairers Occ. | 6 | 11 | +55 |
| 15 | Clerical Occupations | 6 | 49 | +12 |
| 16 | Other Scientific/Technical Occupations | 5 | 4 | +125 |
| 17 | Driving Occupations | 4 | 12 | +33 |
| 18 | Administrative/Related Occ. | 3 | 10 | +30 |
| 19 | Engineering Occupations | 3 | 10 | +30 |
| 20 | Clearning/Related Occupations | 2 | 17 | +12 |

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

### SUMMARY TABLE

### RANK ORDER LIST BASED ON THE PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES

| RANK | OCCUPATION NAME | Average Inc. or Dec. in Employees | Average # of Employ. Per Company | % Increase or Decrease in Next Decade |
|---|---|---|---|---|
| 1 | Medical Technologist, Technician and Assistant Occupations | 15 | 2 | +750 |
| 2 | Personal Service Occupations | 26 | 13 | +200 |
| 3 | Computer/Related Occupations | 18 | 12 | +150 |
| 4 | Other Scientific & Technical Occupations | 5 | 4 | +125 |
| 5 | Food Service Occupations | 34 | 18 | +121 |
| 6 | Design Occupations | 6 | 5 | +120 |
| 7 | Construction Occupations | 9 | 15 | +60 |
| 8 | Other Mechanics & Repairers Occupations | 6 | 11 | +55 |
| 9 | Telephone Craft Occupations | 180 | 450 | +40 |
| 10 | Machining Occupations | 8 | 22 | +36 |
| 11 | Driving Occupations | 4 | 12 | +33 |
| 12 | Printing Occupations | 10 | 32 | +31 |
| 14 | Administrative & Related Occupations | 3 | 10 | +30 |
| 14 | Engineering Occupations | 3 | 10 | +30 |
| 15 | Insurance Occupations | 39 | 152 | +26 |
| 16 | Other Industrial & Related Occupations | 20 | 86 | +23 |
| 17 | Sales Occupations | 10 | 51 | +20 |
| 18 | Cleaning & Related Occupations | 2 | 17 | +12 |
| 19 | Clerical Occupations | 6 | 49 | +12 |
| 20 | Banking Occupations | 11 | 113 | +10 |

It is important to note here that the projections presented in Table V were based on very limited data, derived from the sample population visited to complete the skills, attitudes and values survey. But this listing was unique in that it is represented occupations found within Passaic County. Therefore, these projections represent the county alone and do not include projections involving the New York or Newark areas, which would be true of Census Department job projections using variuos metropolitan regions as a base.

## 3. INTERPRETATION OF FINDINGS

In the problem section of this report questions were posed. In this section these questions are presented followed by conclusions drawn from the findings.

Q.: What were the perceptions of the skills, attitudes, and values considered most important by potential employers in the region?

A.: The five SAV's considered most important by supervisory respondents were:

1. Cooperates with fellow workers (attitude)
2. Exhibits positive work attitude (attitude)
3. Understands and follows oral and written instructions (skill)
4. Operating tools and equipment relevant to job (skill)
5. Communicating effectively with clients and fellow workers (skill)

Q.: How important were skills (especially basic skills) relative and attitudes?

A.: Respondents considered values and attitudes as critical. Of the top 20 SAV's, 7 were skills, 6 were attitudes, and 7 were values. Such attitudes as cooperating with fellow workers and exhibiting positive work attitude were considered as important if not more important than knowledge of specific-skills. The major skills areas considered important included: understanding and following oral and written instructions; operating tools and equipment relevant to job; and communicating effectively with clients and fellow workers; near the top twenty list of most important SAV'S was reading, writing and speaking effectively.

Q.: Was the blend of SAV'S considered most important unique for each of the major occupational clusters?

A.: Yes! Some differences were noted for occupational clusters. Respondents in service and sales occupations reported many different SAV'S as most important for their fields. Smaller differences were noted for the other occupational clusters as well.

Q.: Were there distinctions in perception of SAV's considered most important based on the size of the company?

A.: Yes, but the differences were not quite as pronounced as for the occupational clusters. Many qualities, however, were ranked high by one group of respondents and ranked lower by another group.

Q.: What were the perceptions of the skills, attitudes, and values considered most difficult to find by potential employers in the region?

A.: The five SAV'S considered most difficult to find by supervisory respondents were:

1. Demonstrates initiative on the job (attitude)
2. Exhibits positive work attitude (value)
3. Operating tools and equipment relevant to job (skill)
4. Exhibits pride in workmanship (value)
5. Demonstrates that one is a responsible worker (value)

Q.: How difficult to find were skills (especially basic skills) relative to values and attitudes?

A.: Respondents considered values and attitudes as critically difficult to find. Of the top 10 SAV'S, 4 were skills, 3 were attitudes, and 3 were values.

Q.: What were the perceptions of the skills, attitudes, and values considered most common by potential employers in the region?

A.: The five SAV'S considered most common by supervisory respondents were:

1. Desires upward economic mobility (value).
2. Cooperates with fellow workers (attitude).
3. Maintains good health, neatness, good grooming and fitness habits (value)
4. Demonstrates integrity, tells the truth, keeps promises, pays debts (value)
5. Willingly acquires additional training and education relevent to job function (value)

Q.: How common were skills relative to attitudes and values?

A.: Respondents found a balance of common skills, attitudes, and values in vocational students. However, of the top 10 SAV'S, 2 were skills, 2 were attitudes, and 6 were values.

Q.: What was the relationship between SAV'S selected as most important and those selected as most difficult to find?

A.: Respondents generally selected similar SAV'S for the qualities judged most important and the qualities judged most difficult to find.

## 4. DISSEMINATION ACTIVITIES PLANNED AND/OR IMPLEMENTED

The following steps will be taken to disseminate the results of this study.

1. Copies of the final report will be provided to the vocational schools in Passaic County.

2. Copies of the final report will be provided to the County Career Education Coordinating Council.

3. Summary study results will be mailed to those business leaders who participated in the study and who expressed interest in receiving a copy.

4. A sound-slide study summary will be prepared and offered to schools as an introduction to the study results and as motivation to implement study results.

5. STRATEGIES OR ACTIVITIES EMPLOYED TO ELIMINATE SEX BIAS AND SEX ROLE STEREOTYPING.

This study was carried out using approximately 10 different EIC-NW staff members of both sexes. Interviewers were both males and females. Potential clients were assigned to interviewers on a random basis.

## C. SUMMARY

### 1. CONCLUSIONS

Vocational schools claim as their primary educational role, the development of students' academic and vocational skills, attitudes and values. These qualities enable students to obtain and hold jobs in the vocational arena. The primary aim of this survey was to determine if employers in the Passaic region of New Jersey felt that the qualities provided through vocational education programs were the ones regarded as most important for the decade of the eighties. Survey respondents listed the qualities (skill, attitudes and values) they regarded as most important; then they listed the qualities which were perceived to be most difficult to find and those most commonly found in vocational school graduates.

Those qualities considered both most important and most difficult to find could be viewed as qualities that need to be appended to or emphasized more in vocational school curricula of the eighties. At the same time, those qualities considered both most important and most common in vocational school graduates could be viewed as qualities that were already well provided by vocational schools.

There were many things respondents found that were well done by vocational schools and were evident in the qualities brought to the workplace by vocational school graduates. The following list identified those qualities considered both Most Important in job entrants and Most Commonly Found in job entrants:

* Cooperates with fellow workers
* Exhibits positive work attitude
* Operating tools and equipment relevant to the job
* Maintains good health, neatness, grooming and fitness habits
* Performing tasks requiring manual-perceptual skills

A number of other qualities were identified by respondents as those considered Most Important and Most Difficult to Find in new job entrants. These were the qualities that need development in the decade of of the eighties:

* Exhibits positive work attitude
* Understands and follows oral and written instructions
* Operating tools and equipment relevant to job
* Exhibits pride in workmanship
* Demonstrates initiative on the job
* Demonstrates that one is a responsible worker

Summary Conclusions

1. As noted in the two lists, business and industry survey respondents reported that many of the same work skills, attitudes and values identified as most important were also identified as most difficult to find in vocational program job applicants. Some of the qualities regarded as most important were also regarded as most commonly found in vocational program job applicants.
2. Business and industry survey respondents identified more attitudes and values as most important and most difficult to find than skills. The mix of skills, attitudes and values identified by most respondents stressed the need to help students develop values and attitudes.
3. Survey respondents from specific occupational clusters reported many skills, attitudes and values that were high ranked for their occupations but were not as high ranked by respondents from other occupational clusters. Differences in the qualities desired of vocational school graduates were noted from occupation to occupation.
4. Survey respondents from companies of differing size also varied in their selection of high ranked skills, attitudes and values. Along with occupation type, company size was also a factor in the selection of skills, attitudes and values.

The study's results also highlighted two commonly held beliefs about vocational school needs. The first is that many of the jobs needed for the future are not presently being taught in vocational schools. Moreover, critics say vocational schools are now graduating students with skills they cannot use because jobs in those areas are not available.

This attitude was not typically held by the respondents of this survey. The more comon belief was that employers in the decade of the eighties will require job entrants to possess more of the high ranked attitudes and values as well as the basic skills of reading, writing and speaking. Some respondents identified

specific vocational programs needed. The programs identified were: classes in electronics, computer operations, programming, and data processing; and mechanics (diesel, hydraulic and pneumatic). Most respondents, however, made it quite clear to the interviewer that they wanted job applicants well grounded in basic skills and possessing the needed attitudes and values, and that they would then teach new employees how to handle specialized machines.

The second belief is that the vocational schools have old equipment that is out-of-date and that what is needed to ground students in vocational skills is new equipment.

Although this view was expressed by some respondents, it was not generally held by the business and industry supervisors interviewed. Much more interest was expressed by respondents, in stricter rules and regulations for students and in "no-nonsense" education. The two most commonly expressed pieces of advice given to vocational schools by respondents were:

1. Make sure students are strong in basics: reading, writing, math, spelling, grammar and science.
2. Increase work-study programs; cooperate with businesses; provide "real work" education

Finally, this researcher would like to highlight the major recommendations made by survey respondents. All comments (excluding the two just given which were ranked first and second) made by 10% or more of respondents are given below:

3. Require neatness in work, punctuality, regular attendance, and good grooming.

4. Teach "Getting Along At Work" (manners, dress, attendance, flexibility, respect, understanding of management-labor relations

5. Better career counseling - don't push college;' do vocational aptitude testing; don't let students choose "nothing" or "worthless" courses.

6. Make students earn grades; use more discipline, require greater responsibility.

7. Upgrade the status of Vo-Tech schools and trades education, including the "arts."

8. Teach computers and data processing.

9. Motivate students with more "hands-on" experience; instill pride in workmanship and a desire for further education in field.

10. Teach understanding of business - "starting at bottom" to succeed; job vs. career; goal-orientation.

11. Send Vo-Tech teachers back to school; don't let them teach outside their field of knowledge.

12. Upgrade programs and equipment; focus on needed trades.

## RECOMMENDATIONS

The recommendation of this study is that the conclusions be examined by the vocational-technical schools of New Jersey. The conclusions should be used to examine present curricula content and methods with the view to revision or inclusion of key findings into vocational course offerings. The one striking comment made over and over again (off the record) by respondents was, "Will anybody really use the information we are providing?" There was a general disbelief in the business and industry community interviewed through this study that these results would be used to revise curricula or for any worthwhile purpose. Respondents often stated their concern that the educational bureaucracy and the committee system might bury the findings. Therefore, it is hoped that the study results will be used to better align vocational schools with the business and industry community.

APPENDIX I

CHAMBER OF COMMERCE SUPPORT LETTERS
SURVEY INSTRUMENT
OCCUPATIONAL CLASSIFICATION GUIDE

# HUNTERDON COUNTY CHAMBER OF COMMERCE

One Main Street
P.O. Box 438, Flemington, N.J. 08822
201-782-5955

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North Hunterdon School District
Annandale

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Ronald Subber
Ronald Subber Associates
Clinton

George Wickard
New Jersey Telephone Company
Clinton

Dear HCCC Member:

On behalf of the Board of Directors, I am pleased to introduce the Educational Improvement Center of Northwest New Jersey. EIC-NW is cooperating with the Hunterdon County Career Coordinating Council in a timely project, the results of which will assure that vocational and technical school graduates will be fully qualified for the positions available within the business community.

Since an assessment of employer needs, both current and projected, is the cornerstone of this project, we are asking you to make a significant commitment. We are not talking about money, we are talking about time. An EIC-NW representative will require approximately an hour with a member of senior management, preferably yourself, and another hour or so with a line supervisor.

The accompanying material explains the program. The importance of your input cannot be overstated; I am certain we can count on your full cooperation.

Sincerely,

M. WILLIAM BENNER
President

MWB:rah

Somerset Valley
Chamber of Commerce
31 NORTH BRIDGE ST., SOMERVILLE, NEW JERSEY, 08876 201-725-1552

January 7, 1981

Dear Member and Friend:

The Chamber of Commerce stands behind any effort that attempts to improve upon the qualifications and skills of prospective employees coming into the job market.

The purpose of this letter is to introduce you to one such effort being conducted by the New Jersey State sponsored Educational Improvement Center of Northwest New Jersey (EIC-NW) in Morris Plains. Their territory includes the six Northwestern counties of Hunterdon, Morris, Passaic, Somerset, Sussex, and Warren.

EIC-NW is cooperating with the Somerset County Career Education Coordinating Council, which the Chamber serves on, in a program designed to bring the qualifications of graduates from the regional vocational and technical schools more in line with the requirements of employers in the area.

I earnestly hope that you give your wholehearted cooperation to this worthwhile program as further explained in the materials enclosed.

Sincerely,

W. Stuart Cameron

W. Stuart Cameron
Executive Vice President

WSC/bdp

# OCCUPATIONAL PROJECTION RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
In cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

I. PURPOSES:

1. To provide for vocational educators in Hunterdon and Sussex Counties curricular guidelines based upon the skills, attitudes and values specifically required by potential employers in their vicinity.

2. Further, to provide the vocational educators in Hunterdon and Sussex Counties with an index of those skills, attitudes and values which employers find most conspicuously lacking in current job applicants, as well as those most commonly viewed as strengths in applicants.

3. To provide Hunterdon and Sussex county vocational planners with an informal index of future job markets based upon the plans of the employers surveyed.

# OCCUPATIONAL PROJECTION
# RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
in cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

## INTRODUCTION:

The purpose of this survey is to give the employer a chance to inform the vocational-technical faculties of Hunterdon and Sussex counties concerning skills, attitudes, and values which the employer will require of potential employees in the decade of the eighties. Specifically, we are concerned with those skills, attitudes, and values employers believe can and should be an essential and indispensable part of vocational-technical programs.

This survey is divided into two sections. The first section requests information regarding your company's present and planned status. The second section focuses on specific jobs (found in your company) and their requirements. For each job category, seperate skill, attitude, and value statements are required.

## SECTION I

This section should be completed by an individual completely knowledgeable concerning the company.

### RESPONDENT COMPLETING THE FORM

1. NAME _____
2. POSITION _____
3. NUMBER OF YEARS IN POSITION _____
4. NUMBER OF YEARS WITH ORGANIZATION _____

### ORGANIZATION BACKGROUND

5. ORGANIZATION NAME _____
6. FOUNDING DATE _____
7. PRODUCT(S) OR SERVICE(S) _____

   _____

   _____

   _____

8. TYPE OF BUSINESS

   ☐ One Owner

   ☐ Partnership

   ☐ Company/Corporation

9. CLASSIFICATION

   ☐ Independent

   ☐ Branch/Division

   ☐ Subsidiary

10. Please check the appropriate box below. Indicate the total number of persons employed by your company. (Include supervisory, administrative, part and full time employees).

- ☐ 1 - 25
- ☐ 26 - 50
- ☐ 51 - 100
- ☐ 101 - 500
- ☐ 501 - Over 1,000

11. Please complete the chart below by indicating the present number and positions of your company's employees from president to maintenance staff. Begin with president, vice-president, salesmen, etc.

| SPECIFIC JOB CAPACITIES (Production Officers, Sales, Etc.) | Number of Employees* |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

*Forty hours of part-time service equals one full-time position.

12. Do you anticipate any increases or decreases in your company's staff size in the next decade?

☐ Yes ☐ No

If yes, what is the estimated total number of employees by which you expect your company may increase or decrease?

Select one:

| May Increase | May Decrease |
|---|---|
| ☐ 1-5 | ☐ 1-5 |
| ☐ 6-25 | ☐ 6-25 |
| ☐ 26-50 | ☐ 26-50 |
| ☐ 51-100 | ☐ 51-100 |
| ☐ Over 100 | ☐ Over 100 |

13. Using the chart below, indicate those specific job categories in which the increase or decrease will probably occur. In addition, include any new job categories which are anticipated with their probable numbers. Use either columns two(2) or three (3) for each job category.

| (1) JOB CATEGORY | (2) INCREASE | (3) DECREASE |
|---|---|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |
| | | |
| | | |

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
In cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

## SECTION II: SUPERVISOR'S REPORT

Items of this section should be completed by individuals who most closely supervise the performance of specific jobs within the organization.

Examples: foreman, manager, office manager, shop foreman, etc.

In this section we hope to determine the specific skills, values and attitudes considered most essential to successful employment in specific job categories by their respective supervisors.

A Section II form should be completed by a supervisor for each job category in your company. In small companies or businesses the number of Section II forms required will equal the number of supervisory personnel.

1. Name of Responding Supervisor _____

   Title _____

   Company Name _____

   Department or Job Category for Which Supervisor is Responsible

   _____

   Number of Workers under Supervision _____

2. Directions:

   1. In the space provided, please list twenty (20) qualities (skills, attitudes or values) which you consider important in employees performing the jobs under your supervision. List them in any order. (See next page)

   2. Please do not include qualities which, while undeniably assets, cannot be influenced by education (e.g. height, beauty, etc.)

MOST IMPORTANT SKILLS, ATTITUDES AND VALUES REQUIRED OF EMPLOYEES.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

3. In the space provided, please select and list, from among the twenty (20) important qualities you seek in prospective employees, the five (5) which you consider most important.

Most Important Skills, Values or Attitudes Required of Employees

1. _____

2. _____

3. _____

4. _____

5. _____

4. In the space provided, please select and list from among the twenty (20) important qualities you seek in prospective employees, the five (5) which you consider least important.

1. _____

2. _____

3. _____

4. _____

5. _____

5. Please list those desirable skills, attitudes and values which, in your experience, are most difficult to find in job applicants.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

6. Please list the desirable skills, attitudes and values which seem most common among job applicants.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

7. From the following, which job applicant would you prefer? Rank 1 to 8 with 1 most preferred.

( ) 1. H.S. Graduate with Vo-Tech training and no work experience.

( ) 2. H.S. Graduate with Vo-Tech training and some work experience.

( ) 3. H.S. Graduate with no Vo-Tech training and no work experience.

( ) 4. H.S. Graduate with no Vo-Tech training and some work experience.

( ) 5. No H.S. diploma with Vo-Tech training and no work experience.

( ) 6. No H.S. diploma with Vo-Tech training and some work experience.

( ) 7. No H.S. diploma with no Vo-Tech training and no work experience.

( ) 8. No H.S. diploma with no Vo-Tech training and some work experience

8. If you were a member of a local school board from a vocational school, what recommendations would you make to help the school prepare for the decade of the 'Eighties?

Please note your recommendation in the space below.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

THIS LIST IS SUGGESTIVE. YOU MAY ADD SKILLS, ATTITUDES, AND VALUES YOU CONSIDER IMPORTANT.

## SKILLS

S1 - Developing, interpreting graphs, charts, and tables.

S2 - Using measurements, equivalents, ratios and proportions.

S3 - Preparing reports and summaries.

S4 - Performing tasks requiring manual-perceptual skills.

S5 - Making appropriate "next-step" choices.

S6 - Applying computational skills.

S7 - Planning, making, or assembling job-related items.

S8 - Developing and interpreting statistical data.

S9 - Applying concepts, principles and procedures to circumstances different from those in which learned.

S10 - Budgeting time effectively.

S11 - Calculating and estimating quantitatively.

S12 - Operating tools and equipment relevant to job.

S13 - Adapting and adjusting to change, is flexible.

S14 - Writing and speaking effectively.

S15 - Understanding and following oral and written instructions.

S16 - Adjusting, repairing, maintaining job-related equipment.

S17 - Relating basic procedures and principles to specific work duties.

S18 - Implementing, modifying plans on basis of feedback.

S19 - Organizing self and situations to accomplish tasks.

S20 - Maintaining accurate and appropriate records.

S21 - Anticipating needs of job and/or clients.

S22 - Instructing others in job-related tasks.

S23 - Communicating effectively with clients and fellow workers.

## ATTITUDES

A1 - Appreciates individual differences

A2 - Cooperates with fellow workers.

A3 - Copes with authority exercised by others in constructive ways.

A4 - Adjusts behaviors to meet employers changing values and needs.

A5 - Exhibits positive work attitude.

A6 - Works independently when necessary.

A7 - Develops ways to change undesirable practices.

A8 - Understands and accepts the apprentice role.

A9 - Completes assignments on time.

A10 - Practices safety towards self, and others.

A11 - Reacts positively to constructive criticism.

A12 - Assumes personal responsibility for the consequences of his/her choices.

A13 - Both compromises and exercises influence in the achievement of group goals.

A14 - Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation.

A15 - Reacts positively to competitive situations, win or lose.

A16 - Demonstrates initiative on the job.

A17 - Practices behaviors that contribute to job retention or advancement.

A18 - Copes with failure.

A19 - Uses time and energy efficiently.

A20 - Handles stress on the job.

A21 - Understands the economic interrelationship between the employee's productivity and the employers success and vice versa.

A22 - Accepts all honest work as honorable and having worth and dignity.

## VALUES

V1 - Maintains self-discipline.

V2 - Values own worth and dignity.

V3 - Demonstrates integrity, tells the truth, keeps promises, pays debts.

V4 - Maintains good health, grooming and fitness habits.

V5 - Exhibits pride in workmanship.

V6 - Manages personal income effectively.

V7 - Respects an individual's rights and responsibilities for a self-determined lifestyle.

V8 - Values checking own work for thoroughness and accuracy.

V9 - Views all honest work as honorable, worthy, and dignified.

V10 - Willingly acquires additional training and education relevant to job function.

V11 - Is independent and self-reliant.

V12 - Uses ethical standards of conduct.

V13 - Demonstrates that one is a responsible worker.

V14 - Has basic understanding and appreciation of the free enterprise system.

V15 - Understands that one is paid relative to the value of work.

V16 - Understands the interrelated role of management and labor.

V17 - Recognizes the difference between the satisfaction from having earned something from being given something.

V18 - Desires upward economic mobility.

V19 - Strives for excellence and competence.

## 13 OVERALL JOB CLASSIFICATIONS AND SUBCLASSIFICATIONS

### INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

Foundry occupations
- _____ Patternmakers
- _____ Molders
- _____ Coremakers

Machining occupations
- _____ All-round machinists
- _____ Instrument makers (mechanical)
- _____ Machine tool operators
- _____ Setup workers (machine tools)
- _____ Tool-and-die makers

Printing occupations
- _____ Compositors
- _____ Lithographers
- _____ Photoengravers
- _____ Electrotypers and sterotypers
- _____ Printing press operators and assistants
- _____ Bookbinders and bindery workers

Other industrial production and related occupations
- _____ Assemblers
- _____ Automobile painters
- _____ Blacksmiths
- _____ Blue-collar worker supervisors
- _____ Boilermaking occupations
- _____ Boiler tenders
- _____ Electroplaters
- _____ Forge shop occupations
- _____ Inspectors (manufacturing)
- _____ Millwrights
- _____ Motion picture projectionists
- _____ Ophthalmic laboratory technicians
- _____ Photographic laboratory occupations
- _____ Power truck operators
- _____ Production painters
- _____ Stationary engineers
- _____ Wastewater treatment plant operators
- _____ Welders

### OFFICE OCCUPATIONS

Clerical occupations
- _____ Bookkeeping workers
- _____ Cashiers
- _____ Collection workers
- _____ File clerks
- _____ Hotel front office clerks
- _____ Office machine operators
- _____ Postal clerks
- _____ Receptionists
- _____ Secretaries and stenographers
- _____ Shipping and receiving clerks
- _____ Statistical clerks
- _____ Stock clerks
- _____ Typists

Computer and related occupations
- _____ Computer operating personnel
- _____ Programmers
- _____ Systems analysts

Banking occupations
- _____ Bank clerks
- _____ Bank officers and managers
- _____ Bank tellers

Insurance occupations
- _____ Actuaries
- _____ Claim representatives
- _____ Underwriters

Administrative and related occupations
- _____ Accountants
- _____ Buyers
- _____ City managers
- _____ College student personnel workers
- _____ Credit managers
- _____ Hotel managers and assistants
- _____ Lawyers
- _____ Marketing research workers
- _____ Personnel and labor relations workers
- _____ Purchasing agents
- _____ Urban planners

SERVICE OCCUPATIONS

Cleaning and related occupations
_____ Building custodians
_____ Hotel housekeepers and assistants
_____ Pest controllers

Food service occupations
_____ Bartenders
_____ Cooks and chefs
_____ Dining room attendants and dishwashers
_____ Food counter workers
_____ Meatcutters
_____ Waiters and waitresses

Personal service occupations
_____ Barbers
_____ Bellhops and bell captains
_____ Cosmetologists
_____ Funeral directors and embalmers

Private household service occupations
_____ Private household workers

Protective and related service occupations
_____ Correction officers
_____ FBI special agents
_____ Firefighters
_____ Guards
_____ Police officers
_____ State police officers
_____ Construction inspectors (Government)
_____ Health and regulatory inspectors (Government)
_____ Occupational safety and health workers

Other Service occupations
_____ Mail carriers
_____ Telephone operators

EDUCATION AND RELATED OCCUPATIONS

Teaching occupations
_____ Kindergarten and elementary school teachers
_____ Secondary school teachers
_____ College and university faculty
_____ Teacher aides

Library occupations
_____ Librarians
_____ Library technicians and assistants

SALES OCCUPATIONS

_____ Automobile parts counter workers
_____ Automobile sales workers
_____ Automobile service advisors
_____ Gasoline service station attendants
_____ Insurange agents and brokers
_____ Manufacturers' sales workers
_____ Models
_____ Real estate agents and brokers
_____ Retail trade sales workers
_____ Route drivers
_____ Securities sales workers
_____ Travel agents
_____ Wholesale trade sales workers

CONSTRUCTION OCCUPATIONS

_____ Bricklayers, stonemasons, and marble setters
_____ Carpenters
_____ Cement masons and terrazzo workers
_____ Construction laborers
_____ Drywall installers and finishers
_____ Electricians (construction)
_____ Elevator constructors
_____ Floor covering installers
_____ Glaziers
_____ Insulation workers
_____ Ironworkers
_____ Lathers
_____ Operating engineers (construction machingery operators)
_____ Painters and paperhangers
_____ Plasterers
_____ Plumbers and pipefitters
_____ Roofers
_____ Sheet-metal workers
_____ Tilesetters

OCCUPATIONS IN TRANSPORTATION ACTIVITIES

Air transportation occupations
____ Air traffic controllers
____ Airplane mechanics
____ Airplane pilots
____ Flight attendants
____ Reservation and passenger agents

Merchant marine occupations
____ Merchant marine officers
____ Merchant marine sailors

Railroad occupations
____ Brake operators
____ Conductors
____ Locomotive engineers
____ Shop trades
____ Signal department workers
____ Station agents
____ Telegraphers, telephoners, and tower operators
____ Track workers

Driving occupations
____ Intercity busdrivers
____ Local transit busdrivers
____ Local truckdrivers
____ Local-distance truckdrivers
____ Parking attendants
____ Taxicab drivers

SCIENTIFIC AND TECHNICAL OCCUPATIONS

Conservation occupations
____ Foresters
____ Forestry technicians
____ Range managers
____ Soil conservationists

Engineers
____ Aerospace
____ Agricultural
____ Biomedical
____ Ceramic
____ Chemical
____ Civil
____ Electrical
____ Industrial
____ Mechanical
____ Metallurgical
____ Mining
____ Petroleum

Environmental scientists
____ Geologists
____ Geophysicists
____ Meterologists
____ Oceanographers

Life science occupations
____ Biochemists
____ Life scientists
____ Soil scientists

Mathematics occupations
____ Mathematicians
____ Statisticians

Physical scientists
____ Astronomers
____ Chemists
____ Physicists

Other scientific and technical occupations
____ Broadcast technicians
____ Drafters
____ Engineering and science technicians
____ Food technologists
____ Surveyors and surveying technicians

MECHANICS AND REPAIRERS

Telephone craft occupations
____ Central office craft occupations
____ Central office equipment installers
____ Line installers and cable splicers
____ Telephone and PBX installers and repairers

Other mechanics and repairers
____ Air-conditioning, refrigeration, and heating mechanics
____ Appliance repairers
____ Automobile body repairers
____ Automobile mechanics
____ Boat-engine mechanics
____ Bowling-pin-machine machanics
____ Business machine repairers
____ Computer service technicians
____ Electric sign repairers

_____ Farm equipment mechanics
_____ Furniture upholsterers
_____ Industrial machinery repairers
_____ Jewelers
_____ Locksmiths
_____ Maintenance electricians
_____ Motorcycle mechanics
_____ Piano and organ tuners and repairers
_____ Shoe repairers
_____ Television and radio service technicians
_____ Truck mechanics and bus mechanics
_____ Vending machine mechanics
_____ Watch repairers

HEALTH OCCUPATIONS

Dental occupations
_____ Dentists
_____ Dental assistants
_____ Dental hygienists
_____ Dental laboratory technicians

Medical practitioners
_____ Chiropractors
_____ Optometrists
_____ Osteopathic physicians
_____ Physicians
_____ Podiatrists
_____ Veterinarians

Medical technologist, technician, and assistant occupations
_____ Electrocardiograph technicians
_____ Electroenecephalographic technologists and technicians
_____ Emergency medical technicians
_____ Medical laboratory workers
_____ Medical record technicians and clerks
_____ Operating room technicians
_____ Optometric assistants
_____ Radiologic (X-ray) technologists
_____ Respiratory therapy workers

Nursing occupations
_____ Registered nurses
_____ Licensed practical nurses
_____ Nursing aides, orderlies, and attendants

Therapy and rehabilitation occupations
_____ Occupational therapists
_____ Occupational therapy assistants
_____ Physical therapists
_____ Physical therapist assistants and aides
_____ Speech pathologists and audiologists

Other health occupations
_____ Dietitians
_____ Dispensing opticians
_____ Health services administrators
_____ Medical record administrators
_____ Pharmacists

SOCIAL SCIENTISTS

_____ Anthropologists
_____ Economists
_____ Geographers
_____ Historians
_____ Political scientists
_____ Psychologists
_____ Sociologists

SOCIAL SERVICE OCCUPATIONS

Counseling occupations
_____ School counselors
_____ Employment counselors
_____ Rehabilitation counselors
_____ College career planning and placement counselors

Clergy
_____ Protestant ministers
_____ Rabbis
_____ Roman Catholic priests

Other social service occupations
_____ Cooperative extension service workers
_____ Homemaker-home health aides
_____ Social service aides
_____ Social workers

PERFORMING ARTS, DESIGN, AND COMMUNICATIONS OCCUPATIONS

Performing artists
_____ Actors and actresses

_____ Dancers
_____ Musicians
_____ Singers

Design occupations
_____ Architects
_____ Display workers
_____ Floral designers
_____ Industrial designers
_____ Interior designers
_____ Landscape architects
_____ Photographers

Communications occupations
_____ Newspaper reporters
_____ Public relations workers
_____ Radio and television announcers
_____ Technical writers

APPENDIX II

MOST IMPORTANT

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 10 | 25 |
| S2-Using measurements, equivalents, ratios and proportions. | 14 | 35 |
| S3-Preparing reports and summaries | 4 | 10 |
| S4-Performing tasks requiring manual-perceptual skills. | 24 | 60 |
| S5-Making appropriate "next-step" choices | 5 | 12 |
| S6-Applying computational skills | 16 | 40 |
| S7-Planning, making, or assembling job-related items | 15 | 37 |
| S8-Developing and interpreting statistical data | 1 | 2 |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 9 | 22 |
| S10-Budgeting time effectively | 11 | 27 |
| S11-Calculating and estimating quantitatively | 2 | 4 |
| S12-Operating tools and equipment relevant to job | 31 | 77 |
| S13-Adapting and adjusting to change, is flexible | 11 | 27 |
| S14-Reading, writing and speaking effectively | 14 | 35 |
| S15-Understanding and following oral and written instructions | 28 | 70 |
| S16-Adjusting, repairing, maintaining job-related equipment | 6 | 15 |
| S17-Relating basic procedures and principles to specific work areas | 6 | 15 |

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | 2 | 5 |
| S19-Organizing self and situations to accomplish tasks | 9 | 22 |
| S20-Maintaining accurate and appropriate records | 7 | 17 |
| S21-Anticipating needs of job and/or clients | 3 | 7 |
| S22-Instructing others in job-related rasks. | 4 | 10 |
| S23-Communicating effectively with clients and fellow workers | 15 | 37 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | 2 | 5 |
| A2-Cooperates with fellow workers | 28 | 70 |
| A3-Copes with authority exercised by others in constructive ways | 12 | 30 |
| A4-Adjusts behaviors to meet employers changing values and needs | 4 | 10 |
| A5-Exhibits positive work attitude | 29 | 72 |
| A6-Works independently when necessary | 17 | 42 |
| A7-Develops ideas to improve methods | 3 | 7 |
| A8-Understands and accepts the apprentice role | 4 | 10 |
| A9-Completes assignments on time | 8 | 20 |

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 23 | 57 |
| A11-Reacts positively to constructive criticism | 9 | 22 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 11 | 27 |
| A13-Both compromises and exercises influence in the achievement of group goals | 2 | 5 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 5 | 12 |
| A15-Reacts positively to competitive situations, win or lose | 1 | 2 |
| A16-Demonstrates initiative on the job | 19 | 47 |
| A17-Practices behaviors that contribute to job retention or advancement | 2 | 4 |
| A18-Copes with failure | 1 | 2 |
| A19-Uses time and energy efficiently | 16 | 40 |
| A20-Handles stress on the job | 10 | 25 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 11 | 27 |
| A22-Accepts all honest work as honorable and having worth and dignity | 5 | 12 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | 1 | 2 |

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 1 | 2 |
| V1-Maintains self-discipline | 6 | 15 |
| V2-Values own worth and dignity | 10 | 25 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 16 | 40 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 15 | 37 |
| V5-Exhibits pride in workmanship | 21 | 51 |
| V6-Manages personal income effectively | 2 | 4 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 2 |
| V8-Values checking own work for thoroughness and accuracy | 19 | 47 |
| V9-Views all honest work as honorable, worthy, and dignified | 5 | 12 |
| V10-Willingly acquires additional training and education relevant to job function | 8 | 20 |
| V11-Is independent and self-reliant | 8 | 20 |
| V12-Uses ethical standards of conduct | 5 | 12 |
| V13-Demonstrates that one is a responsible worker | 21 | 51 |

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | 4 | 10 |
| V15-Understands that one is paid relative to the value of work | 15 | 37 |
| V16-Understands the interrelated role of management and labor | 4 | 10 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 6 | 15 |
| V18-Desires upward economic mobility | 2 | 4 |
| V19-Strives for excellence and competence | 9 | 22 |
| V20-Regular in attendance | 10 | 25 |
| V21-Is punctual | 3 | 7 |
| V22-Works hard | 2 | 4 |
| V23-Is courteous and respectiful to clients and fellow workers | 1 | 2 |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 1 | 19 |
| S2-Using measurements, equivalents, ratios and proportions. | 2 | 18 |
| S3-Preparing reports and summaries | 4 | 36 |
| S4-Performing tasks requiring manual-perceptual skills. | 5 | 45 |
| S5-Making appropriate "next-step" choices | 1 | 9 |
| S6-Applying computational skills | 7 | 64 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | 1 | 9 |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 1 | 9 |
| S10-Budgeting time effectively | 3 | 27 |
| S11-Calculating and estimating quantitatively | 3 | 27 |
| S12-Operating tools and equipment relevant to job | 5 | 45 |
| S13-Adapting and adjusting to change, is flexible | 3 | 27 |
| S14-Reading, writing and speaking effectively | 7 | 64 |
| S15-Understanding and following oral and written instructions | 6 | 54 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | 2 | 18 |

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | 1 | 9 |
| S19-Organizing self and situations to accomplish tasks | 2 | 18 |
| S20-Maintaining accurate and appropriate records | 5 | 45 |
| S21-Anticipating needs of job and/or clients | 4 | 36 |
| S22-Instructing others in job-related rasks. | 2 | 18 |
| S23-Communicating effectively with clients and fellow workers | 10 | 91 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 7 | 64 |
| A3-Copes with authority exercised by others in constructive ways | 3 | 27 |
| A4-Adjusts behaviors to meet employers changing values and needs | 3 | 27 |
| A5-Exhibits positive work attitude | 5 | 45 |
| A6-Works independently when necessary | 5 | 45 |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | 1 | 9 |
| A9-Completes assignments on time | 3 | 27 |

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 2 | 18 |
| A11-Reacts positively to constructive criticism | 3 | 27 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 3 | 27 |
| A13-Both compromises and exercises influence in the achievement of group goals | 1 | 9 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 9 |
| A15-Reacts positively to competitive situations, win or lose | 2 | 18 |
| A16-Demonstrates initiative on the job | 8 | 73 |
| A17-Practices behaviors that contribute to job retention or advancement | 1 | 9 |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 4 | 36 |
| A20-Handles stress on the job | 3 | 27 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 3 | 27 |
| A22-Accepts all honest work as honorable and having worth and dignity | 3 | 27 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | 1 | 9 |
| A26-Shows respect for others' property | | |

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | 1 | 9 |
| V2-Values own worth and dignity | 2 | 18 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 7 | 64 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 3 | 73 |
| V5-Exhibits pride in workmanship | 5 | 45 |
| V6-Manages personal income effectively | 1 | 9 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 9 |
| V8-Values checking own work for thoroughness and accuracy | 4 | 36 |
| V9-Views all honest work as honorable, worthy, and dignified | 1 | 9 |
| V10-Willingly acquires additional training and education relevant to job function | 8 | 73 |
| V11-Is independent and self-reliant | 5 | 45 |
| V12-Uses ethical standards of conduct | 3 | 27 |
| V13-Demonstrates that one is a responsible worker | 7 | 64 |

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 2 | 18 |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 3 | 27 |
| V19-Strives for excellence and competence | 2 | 18 |
| V20-Regular in attendance | 2 | 18 |
| V21-Is punctual | 1 | 9 |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | 3 | 27 |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 9 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | 1 | 9 |
| V27-Shows company loyalty | | |

TABLE VIII

SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 1 | 5 |
| S2-Using measurements, equivalents, ratios and proportions. | 4 | 22 |
| S3-Preparing reports and summaries | 2 | 11 |
| S4-Performing tasks requiring manual-perceptual skills. | 8 | 44 |
| S5-Making appropriate "next-step" choices | 4 | 22 |
| S6-Applying computational skills | 6 | 33 |
| S7-Planning, making, or assembling job-related items | 3 | 17 |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 2 | 11 |
| S10-Budgeting time effectively | 9 | 50 |
| S11-Calculating and estimating quantitatively | 1 | 5 |
| S12-Operating tools and equipment relevant to job | 9 | 50 |
| S13-Adapting and adjusting to change, is flexible | 7 | 39 |
| S14-Reading, writing and speaking effectively | 4 | 22 |
| S15-Understanding and following oral and written instructions | 11 | 61 |
| S16-Adjusting, repairing, maintaining job-related equipment | 5 | 28 |
| S17-Relating basic procedures and principles to specific work areas | 1 | 5 |

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | 4 | 22 |
| S19-Organizing self and situations to accomplish tasks | 4 | 22 |
| S20-Maintaining accurate and appropriate records | 2 | 11 |
| S21-Anticipating needs of job and/or clients | 4 | 22 |
| S22-Instructing others in job-related rasks. | 8 | 44 |
| S23-Communicating effectively with clients and fellow workers | 4 | 22 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | 1 | 5 |
| S26-Uses imagination | | |
| S27-Asks questions | 1 | 5 |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | 1 | 5 |
| A2-Cooperates with fellow workers | 9 | 50 |
| A3-Copes with authority exercised by others in constructive ways | 5 | 28 |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 5 |
| A5-Exhibits positive work attitude | 10 | 55 |
| A6-Works independently when necessary | 5 | 28 |
| A7-Develops ideas to improve methods | 1 | 5 |
| A8-Understands and accepts the apprentice role | 5 | 28 |
| A9-Completes assignments on time | 2 | 11 |

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 8 | 44 |
| A11-Reacts positively to constructive criticism | 3 | 17 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 3 | 17 |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 2 | 11 |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 9 | 50 |
| A17-Practices behaviors that contribute to job retention or advancement | 2 | 11 |
| A18-Copes with failure | 2 | 11 |
| A19-Uses time and energy efficiently | 5 | 28 |
| A20-Handles stress on the job | 1 | 5 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 3 | 17 |
| A22-Accepts all honest work as honorable and having worth and dignity | 6 | 33 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | 2 | 11 |
| A26-Shows respect for others' property | | |

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | 4 | 22 |
| V2-Values own worth and dignity | 1 | 5 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 5 | 28 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 13 | 72 |
| V5-Exhibits pride in workmanship | 6 | 33 |
| V6-Manages personal income effectively | 1 | 5 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 5 |
| V8-Values checking own work for thoroughness and accuracy | 4 | 22 |
| V9-Views all honest work as honorable, worthy, and dignified | 6 | 33 |
| V10-Willingly acquires additional training and education relevant to job function | 5 | 28 |
| V11-Is independent and self-reliant | 2 | 11 |
| V12-Uses ethical standards of conduct | 2 | 11 |
| V13-Demonstrates that one is a responsible worker | 7 | 39 |

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 5 | 28 |
| V16-Understands the interrelated role of management and labor | 1 | 5 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 3 | 17 |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | 2 | 11 |
| V20-Regular in attendance | 5 | 28 |
| V21-Is punctual | 4 | 22 |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | 5 | 28 |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 5 |
| V25-Doesn't waste time | 1 | 5 |
| V26-Pays attention, listens | 2 | 11 |
| V27-Shows company loyalty | 1 | 5 |

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | 4 | 22 |
| S3-Preparing reports and summaries | 2 | 11 |
| S4-Performing tasks requiring manual-perceptual skills. | 6 | 33 |
| S5-Making appropriate "next-step" choices | 2 | 11 |
| S6-Applying computational skills | 5 | 28 |
| S7-Planning, making, or assembling job-related items | 5 | 28 |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 4 | 22 |
| S10-Budgeting time effectively | 9 | 50 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 7 | 39 |
| S13-Adapting and adjusting to change, is flexible | 7 | 39 |
| S14-Reading, writing and speaking effectively | 9 | 50 |
| S15-Understanding and following oral and written instructions | 6 | 33 |
| S16-Adjusting, repairing, maintaining job-related equipment | 3 | 17 |
| S17-Relating basic procedures and principles to specific work areas | 5 | 28 |

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 5 | 28 |
| S20-Maintaining accurate and appropriate records | 2 | 11 |
| S21-Anticipating needs of job and/or clients | 6 | 33 |
| S22-Instructing others in job-related tasks. | | |
| S23-Communicating effectively with clients and fellow workers | 10 | 55 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | 2 | 11 |
| A2-Cooperates with fellow workers | 11 | 61 |
| A3-Copes with authority exercised by others in constructive ways | 4 | 22 |
| A4-Adjusts behaviors to meet employers changing values and needs | 3 | 17 |
| A5-Exhibits positive work attitude | 11 | 61 |
| A6-Works independently when necessary | 7 | 39 |
| A7-Develops ideas to improve methods | 1 | 5 |
| A8-Understands and accepts the apprentice role | 2 | 11 |
| A9-Completes assignments on time | 6 | 33 |

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 5 | 28 |
| A11-Reacts positively to constructive criticism | 5 | 28 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | 11 |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 5 |
| A15-Reacts positively to competitive situations, win or lose | 2 | 11 |
| A16-Demonstrates initiative on the job | 6 | 33 |
| A17-Practices behaviors that contribute to job retention or advancement | 4 | 22 |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 5 | 28 |
| A20-Handles stress on the job | 6 | 33 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 2 | 11 |
| A22-Accepts all honest work as honorable and having worth and dignity | 6 | 33 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE IX
SALES OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 2 | 11 |
| V1-Maintains self-discipline | 2 | 11 |
| V2-Values own worth and dignity | 1 | 5 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 6 | 33 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 11 | 61 |
| V5-Exhibits pride in workmanship | 11 | 61 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 5 |
| V8-Values checking own work for thoroughness and accuracy | 8 | 44 |
| V9-Views all honest work as honorable, worthy, and dignified | 3 | 17 |
| V10-Willingly acquires additional training and education relevant to job function | 7 | 39 |
| V11-Is independent and self-reliant | 1 | 5 |
| V12-Uses ethical standards of conduct | 3 | 17 |
| V13-Demonstrates that one is a responsible worker | 8 | 44 |

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | 1 | 5 |
| V15-Understands that one is paid relative to the value of work | 3 | 17 |
| V16-Understands the interrelated role of management and labor | 1 | 5 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 1 | 5 |
| V18-Desires upward economic mobility | 4 | 22 |
| V19-Strives for excellence and competence | 7 | 39 |
| V20-Regular in attendance | 4 | 22 |
| V21-Is punctual | 1 | 5 |
| V22-Works hard | 1 | 5 |
| V23-Is courteous and respectful to clients and fellow workers | 2 | 11 |
| V24-Positive, outgoing behavior; enthusiasm | 3 | 17 |
| V25-Doesn't waste time | 1 | 5 |
| V26-Pays attention, listens | 1 | 5 |
| V27-Shows company loyalty | | |

TABLE X
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 6 | 13 |
| S2-Using measurements, equivalents, ratios and proportions. | 15 | 31 |
| S3-Preparing reports and summaries | 1 | 2 |
| S4-Performing tasks requiring manual-perceptual skills. | 24 | 50 |
| S5-Making appropriate "next-step" choices | 6 | 13 |
| S6-Applying computational skills | 17 | 35 |
| S7-Planning, making, or assembling job-related items | 11 | 23 |
| S8-Developing and interpreting statistical data | 1 | 2 |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 8 | 17 |
| S10-Budgeting time effectively | 12 | 25 |
| S11-Calculating and estimating quantitatively | 2 | 4 |
| S12-Operating tools and equipment relevant to job | 32 | 67 |
| S13-Adapting and adjusting to change, is flexible | 8 | 17 |
| S14-Reading, writing and speaking effectively | 9 | 19 |
| S15-Understanding and following oral and written instructions | 28 | 50 |
| S16-Adjusting, repairing, maintaining job-related equipment | 7 | 15 |
| S17-Relating basic procedures and principles to specific work areas | 8 | 17 |

TABLE X
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | 1 | 2 |
| S19-Organizing self and situations to accomplish tasks | 13 | 27 |
| S20-Maintaining accurate and appropriate records | 4 | 8 |
| S21-Anticipating needs of job and/or clients | 8 | 17 |
| S22-Instructing others in job-related tasks. | 4 | 8 |
| S23-Communicating effectively with clients and fellow workers | 22 | 46 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | 1 | 2 |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | 3 | 6 |
| A2-Cooperates with fellow workers | 22 | 46 |
| A3-Copes with authority exercised by others in constructive ways | 14 | 29 |
| A4-Adjusts behaviors to meet employers changing values and needs | 8 | 17 |
| A5-Exhibits positive work attitude | 31 | 65 |
| A6-Works independently when necessary | 21 | 44 |
| A7-Develops ideas to improve methods | 1 | 2 |
| A8-Understands and accepts the apprentice role | 9 | 19 |
| A9-Completes assignments on time | 13 | 27 |

TABLE X
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 23 | 48 |
| A11-Reacts positively to constructive criticism | 9 | 19 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 12 | 25 |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 2 |
| A15-Reacts positively to competitive situations, win or lose | 3 | 6 |
| A16-Demonstrates initiative on the job | 20 | 42 |
| A17-Practices behaviors that contribute to job retention or advancement | 5 | 10 |
| A18-Copes with failure | 4 | 8 |
| A19-Uses time and energy efficiently | 15 | 31 |
| A20-Handles stress on the job | 8 | 17 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 13 | 27 |
| A22-Accepts all honest work as honorable and having worth and dignity | 12 | 25 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | 2 | 4 |
| A26-Shows respect for others' property | 1 | 2 |

TABLE X

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT

(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V27-Is goal-oriented career rather than "job" oriented | 1 | 2 |
| V1-Maintains self-discipline | 6 | 12 |
| V2-Values own worth and dignity | 8 | 17 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 17 | 35 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 20 | 42 |
| V5-Exhibits pride in workmanship | 24 | 50 |
| V6-Manages personal income effectively | 1 | 2 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 3 | 6 |
| V8-Values checking own work for thoroughness and accuracy | 21 | 44 |
| V9-Views all honest work as honorable, worthy, and dignified | 7 | 15 |
| V10-Willingly acquires additional training and education relevant to job function | 11 | 23 |
| V11-Is independent and self-reliant | 8 | 17 |
| V12-Uses ethical standards of conduct | 8 | 17 |
| V13-Demonstrates that one is a responsible worker | 22 | 46 |

TABLE X

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT

(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | 1 | 2 |
| V15-Understands that one is paid relative to the value of work | 19 | 40 |
| V16-Understands the interrelated role of management and labor | 2 | 4 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 5 | 10 |
| V18-Desires upward economic mobility | 2 | 4 |
| V19-Strives for excellence and competence | 11 | 23 |
| V20-Regular in attendance | 11 | 23 |
| V21-Is punctual | 5 | 10 |
| V22-Works hard | 2 | 4 |
| V23-Is courteous and respectiful to clients and fellow workers | 8 | 17 |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 2 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | 2 | 4 |
| V27-Shows company loyalty | | |

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 4 | 21 |
| S2-Using measurements, equivalents, ratios and proportions. | 4 | 21 |
| S3-Preparing reports and summaries | 6 | 32 |
| S4-Performing tasks requiring manual-perceptual skills. | 8 | 42 |
| S5-Making appropriate "next-step" choices | 7 | 37 |
| S6-Applying computational skills | 9 | 47 |
| S7-Planning, making, or assembling job-related items | 5 | 26 |
| S8-Developing and interpreting statistical data | 2 | 11 |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 4 | 21 |
| S10-Budgeting time effectively | 11 | 58 |
| S11-Calculating and estimating quantitatively | 2 | 11 |
| S12-Operating tools and equipment relevant to job | 11 | 58 |
| S13-Adapting and adjusting to change, is flexible | 10 | 53 |
| S14-Reading, writing and speaking effectively | 11 | 58 |
| S15-Understanding and following oral and written instructions | 7 | 37 |
| S16-Adjusting, repairing, maintaining job-related equipment | 6 | 32 |
| S17-Relating basic procedures and principles to specific work areas | 4 | 21 |

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | 2 | 11 |
| S19-Organizing self and situations to accomplish tasks | 7 | 37 |
| S20-Maintaining accurate and appropriate records | 5 | 26 |
| S21-Anticipating needs of job and/or clients | 7 | 37 |
| S22-Instructing others in job-related tasks. | 3 | 16 |
| S23-Communicating effectively with clients and fellow workers | 11 | 58 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | 1 | 5 |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | 3 | 16 |
| A2-Cooperates with fellow workers | 13 | 68 |
| A3-Copes with authority exercised by others in constructive ways | 3 | 16 |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 5 |
| A5-Exhibits positive work attitude | 11 | 58 |
| A6-Works independently when necessary | 7 | 37 |
| A7-Develops ideas to improve methods | 1 | 5 |
| A8-Understands and accepts the apprentice role | 1 | 5 |
| A9-Completes assignments on time | 4 | 21 |

TABLE XI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 6 | 32 |
| A11-Reacts positively to constructive criticism | 4 | 21 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 4 | 21 |
| A13-Both compromises and exercises influence in the achievement of group goals | 1 | 5 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 3 | 16 |
| A15-Reacts positively to competitive situations, win or lose | 1 | 5 |
| A16-Demonstrates initiative on the job | 8 | 42 |
| A17-Practices behaviors that contribute to job retention or advancement | 3 | 16 |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 7 | 37 |
| A20-Handles stress on the job | 2 | 11 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 3 | 16 |
| A22-Accepts all honest work as honorable and having worth and dignity | 4 | 21 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | 2 | 11 |
| A26-Shows respect for others' property | | |

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | 2 | 11 |
| V2-Values own worth and dignity | 3 | 16 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 9 | 47 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 14 | 74 |
| V5-Exhibits pride in workmanship | 9 | 47 |
| V6-Manages personal income effectively | 1 | 5 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 5 |
| V8-Values checking own work for thoroughness and accuracy | 8 | 42 |
| V9-Views all honest work as honorable, worthy, and dignified | 2 | 11 |
| V10-Willingly acquires additional training and education relevant to job function | 9 | 47 |
| V11-Is independent and self-reliant | 5 | 26 |
| V12-Uses ethical standards of conduct | 3 | 16 |
| V13-Demonstrates that one is a responsible worker | 7 | 37 |

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | 2 | 11 |
| V15-Understands that one is paid relative to the value of work | 5 | 26 |
| V16-Understands the interrelated role of management and labor | 2 | 11 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 3 | 16 |
| V18-Desires upward economic mobility | 2 | 11 |
| V19-Strives for excellence and competence | 5 | 26 |
| V20-Regular in attendance | 3 | 16 |
| V21-Is punctual | 2 | 11 |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | 3 | 16 |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 5 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | 1 | 5 |
| V27-Shows company loyalty | 1 | 5 |

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | 1 | 10 |
| S3-Preparing reports and summaries | 1 | 10 |
| S4-Performing tasks requiring manual-perceptual skills. | 3 | 30 |
| S5-Making appropriate "next-step" choices | 1 | 10 |
| S6-Applying computational skills | 2 | 20 |
| S7-Planning, making, or assembling job-related items | 1 | 10 |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 1 | 10 |
| S10-Budgeting time effectively | 4 | 40 |
| S11-Calculating and estimating quantitatively | 1 | 10 |
| S12-Operating tools and equipment relevant to job | 6 | 60 |
| S13-Adapting and adjusting to change, is flexible | 2 | 20 |
| S14-Reading, writing and speaking effectively | 7 | 70 |
| S15-Understanding and following oral and written instructions | 7 | 70 |
| S16-Adjusting, repairing, maintaining job-related equipment | 1 | 10 |
| S17-Relating basic procedures and principles to specific work areas | 1 | 10 |

TABLE XII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | 1 | 10 |
| S19-Organizing self and situations to accomplish tasks | 2 | 20 |
| S20-Maintaining accurate and appropriate records | 2 | 20 |
| S21-Anticipating needs of job and/or clients | 1 | 10 |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | 6 | 60 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 8 | 80 |
| A3-Copes with authority exercised by others in constructive ways | 4 | 40 |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 10 |
| A5-Exhibits positive work attitude | 5 | 50 |
| A6-Works independently when necessary | 4 | 40 |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | 1 | 10 |
| A9-Completes assignments on time | 3 | 30 |

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 6 | 60 |
| A11-Reacts positively to constructive criticism | 3 | 30 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 1 | 10 |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 2 | 20 |
| A15-Reacts positively to competitive situations, win or lose | 1 | 10 |
| A16-Demonstrates initiative on the job | 5 | 50 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 4 | 40 |
| A20-Handles stress on the job | 4 | 40 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 1 | 10 |
| A22-Accepts all honest work as honorable and having worth and dignity | 3 | 30 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | 3 | 30 |
| V2-Values own worth and dignity | 2 | 20 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 7 | 70 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 5 | 50 |
| V5-Exhibits pride in workmanship | 5 | 50 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | 6 | 60 |
| V9-Views all honest work as honorable, worthy, and dignified | 3 | 30 |
| V10-Willingly acquires additional training and education relevant to job function | 2 | 20 |
| V11-Is independent and self-reliant | 3 | 30 |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | 7 | 70 |

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 3 | 30 |
| V16-Understands the interrelated role of management and labor | 1 | 10 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 1 | 10 |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | 3 | 30 |
| V20-Regular in attendance | 3 | 30 |
| V21-Is punctual | 1 | 10 |
| V22-Works hard | 1 | 10 |
| V23-Is courteous and respectful to clients and fellow workers | 1 | 10 |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 10 |
| V25-Doesn't waste time | 1 | 10 |
| V26-Pays attention, listens | 1 | 10 |
| V27-Shows company loyalty | | |

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 2 | 11 |
| S2-Using measurements, equivalents, ratios and proportions. | 5 | 28 |
| S3-Preparing reports and summaries | 3 | 17 |
| S4-Performing tasks requiring manual-perceptual skills. | 9 | 50 |
| S5-Making appropriate "next-step" choices | 2 | 11 |
| S6-Applying computational skills | 6 | 33 |
| S7-Planning, making, or assembling job-related items | 6 | 33 |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 5 | 28 |
| S10-Budgeting time effectively | 9 | 50 |
| S11-Calculating and estimating quantitatively | 1 | 6 |
| S12-Operating tools and equipment relevant to job | 6 | 33 |
| S13-Adapting and adjusting to change, is flexible | 7 | 39 |
| S14-Reading, writing and speaking effectively | 7 | 39 |
| S15-Understanding and following oral and written instructions | 15 | 83 |
| S16-Adjusting, repairing, maintaining job-related equipment | 1 | 6 |
| S17-Relating basic procedures and principles to specific work areas | 3 | 17 |

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 4 | 22 |
| S20-Maintaining accurate and appropriate records | 6 | 33 |
| S21-Anticipating needs of job and/or clients | 4 | 22 |
| S22-Instructing others in job-related rasks. | 2 | 11 |
| S23-Communicating effectively with clients and fellow workers | 9 | 50 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | 1 | 5 |
| A2-Cooperates with fellow workers | 14 | 78 |
| A3-Copes with authority exercised by others in constructive ways | 4 | 22 |
| A4-Adjusts behaviors to meet employers changing values and needs | 4 | 22 |
| A5-Exhibits positive work attitude | 11 | 61 |
| A6-Works independently when necessary | 5 | 28 |
| A7-Develops ideas to improve methods | 3 | 17 |
| A8-Understands and accepts the apprentice role | 1 | 6 |
| A9-Completes assignments on time | 3 | 17 |

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 6 | 33 |
| A11-Reacts positively to constructive criticism | 4 | 22 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 5 | 28 |
| A13-Both compromises and exercises influence in the achievement of group goals | 2 | 11 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 4 | 22 |
| A15-Reacts positively to competitive situations, win or lose | 2 | 11 |
| A16-Demonstrates initiative on the job | 10 | 56 |
| A17-Practices behaviors that contribute to job retention or advancement | 2 | 11 |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 8 | 44 |
| A20-Handles stress on the job | 5 | 28 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 4 | 22 |
| A22-Accepts all honest work as honorable and having worth and dignity | 2 | 11 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 2 | 11 |
| V1-Maintains self-discipline | 4 | 22 |
| V2-Values own worth and dignity | 5 | 28 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 5 | 28 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 11 | 61 |
| V5-Exhibits pride in workmanship | 10 | 56 |
| V6-Manages personal income effectively | 2 | 11 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 6 |
| V8-Values checking own work for thoroughness and accuracy | 8 | 44 |
| V9-Views all honest work as honorable, worthy, and dignified | 3 | 17 |
| V10-Willingly acquires additional training and education relevant to job function | 6 | 33 |
| V11-Is independent and self-reliant | 2 | 11 |
| V12-Uses ethical standards of conduct | 5 | 28 |
| V13-Demonstrates that one is a responsible worker | 7 | 39 |

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | 2 | 11 |
| V15-Understands that one is paid relative to the value of work | 2 | 11 |
| V16-Understands the interrelated role of management and labor | 4 | 22 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 1 | 6 |
| V18-Desires upward economic mobility | 3 | 17 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 4 | 22 |
| V21-Is punctual | 2 | 11 |
| V22-Works hard | 1 | 6 |
| V23-Is courteous and respectful to clients and fellow workers | 2 | 11 |
| V24-Positive, outgoing behavior; enthusiasm | 2 | 11 |
| V25-Doesn't waste time | 1 | 6 |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 1 | 14 |
| S2-Using measurements, equivalents, ratios and proportions. | 2 | 29 |
| S3-Preparing reports and summaries | 2 | 29 |
| S4-Performing tasks requiring manual-perceptual skills. | 3 | 43 |
| S5-Making appropriate "next-step" choices | 2 | 29 |
| S6-Applying computational skills | 5 | 71 |
| S7-Planning, making, or assembling job-related items | 1 | 14 |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | 2 | 29 |
| S11-Calculating and estimating quantitatively | 1 | 14 |
| S12-Operating tools and equipment relevant to job | 5 | 71 |
| S13-Adapting and adjusting to change, is flexible | 2 | 29 |
| S14-Reading, writing and speaking effectively | 4 | 57 |
| S15-Understanding and following oral and written instructions | 4 | 57 |
| S16-Adjusting, repairing, maintaining job-related equipment | 2 | 29 |
| S17-Relating basic procedures and principles to specific work areas | 1 | 14 |

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 3 | 43 |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | 5 | 71 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 6 | 86 |
| A3-Copes with authority exercised by others in constructive ways | 2 | 29 |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 5 | 71 |
| A6-Works independently when necessary | 4 | 57 |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | 2 | 29 |
| A9-Completes assignments on time | 2 | 29 |

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 3 | 43 |
| A11-Reacts positively to constructive criticism | 3 | 43 |
| A12-Assumes personal responsibility for the consequences of his/her choices | 1 | 14 |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 14 |
| A15-Reacts positively to competitive situations, win or lose | 1 | 14 |
| A16-Demonstrates initiative on the job | 5 | 71 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 1 | 14 |
| A20-Handles stress on the job | 3 | 43 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 1 | 14 |
| A22-Accepts all honest work as honorable and having worth and dignity | 2 | 29 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 1 | 14 |
| V1-Maintains self-discipline | 1 | 14 |
| V2-Values own worth and dignity | 1 | 14 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 1 | 14 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 3 | 43 |
| V5-Exhibits pride in workmanship | 3 | 43 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 14 |
| V8-Values checking own work for thoroughness and accuracy | 1 | 14 |
| V9-Views all honest work as honorable, worthy, and dignified | 3 | 43 |
| V10-Willingly acquires additional training and education relevant to job function | 2 | 29 |
| V11-Is independent and self-reliant | 2 | 29 |
| V12-Uses ethical standards of conduct | 2 | 29 |
| V13-Demonstrates that one is a responsible worker | 3 | 43 |

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 2 | 29 |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 1 | 14 |
| V18-Desires upward economic mobility | 2 | 29 |
| V19-Strives for excellence and competence | 1 | 14 |
| V20-Regular in attendance | 2 | 29 |
| V21-Is punctual | 1 | 14 |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | 1 | 14 |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

# APPENDIX III

## MOST DIFFICULT TO FIND

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 1 | 3 |
| S2-Using measurements, equivalents, ratios and proportions. | 4 | 10 |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | 3 | 8 |
| S5-Making appropriate "next-step" choices | 2 | 5 |
| S6-Applying computational skills | 6 | 15 |
| S7-Planning, making, or assembling job-related items | 1 | 3 |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 1 | 3 |
| S10-Budgeting time effectively | 2 | 5 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 10 | 40 |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | 5 | 13 |
| S15-Understanding and following oral and written instructions | 8 | 20 |
| S16-Adjusting, repairing, maintaining job-related equipment | 1 | 3 |
| S17-Relating basic procedures and principles to specific work areas | 1 | 3 |

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 1 | 3 |
| S20-Maintaining accurate and appropriate records | 1 | 3 |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | 1 | 3 |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | 1 | 3 |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 1 | 3 |
| A3-Copes with authority exercised by others in constructive ways | 1 | 3 |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 3 |
| A5-Exhibits positive work attitude | 11 | 28 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 1 | 3 |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | 2 | 5 |
| A13-Both compromises and exercises influence in the achievement of group goals | 4 | 10 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 3 |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 8 | 20 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 3 | 8 |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 2 | 5 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | 1 | 3 |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 4 | 10 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 3 | 8 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 1 | 3 |
| V5-Exhibits pride in workmanship | 6 | 15 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 3 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | 8 | 20 |

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 4 | 10 |
| V16-Understands the interrelated role of management and labor | 1 | 3 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 1 | 3 |
| V18-Desires upward economic mobility | 1 | 3 |
| V19-Strives for excellence and competence | 2 | 5 |
| V20-Regular in attendance | 7 | 18 |
| V21-Is punctual | 2 | 5 |
| V22-Works hard | 3 | 8 |
| V23-Is courteous and respectful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 3 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | 1 | 3 |

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | 1 | 9 |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | 1 | 9 |
| S6-Applying computational skills | 1 | 9 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | 1 | 9 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 2 | 18 |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | 7 | 64 |
| S15-Understanding and following oral and written instructions | 2 | 18 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | 2 | 18 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 1 | 9 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 1 | 9 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | 1 | 9 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 2 | 18 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 9 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XVI
OFFICE OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND
(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 1 | 9 |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | 1 | 9 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | | |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | 1 | 9 |

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 2 | 18 |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 2 | 18 |
| V21-Is punctual | 1 | 9 |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | 2 | 11 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 2 | 11 |
| S13-Adapting and adjusting to change, is flexible | 3 | 17 |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | 1 | 6 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 1 | 6 |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | 1 | 6 |
| S23-Communicating effectively with clients and fellow workers | 2 | 11 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | | |
| A3-Copes with authority exercised by others in constructive ways | 2 | 11 |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 3 | 17 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | 1 | 6 |
| A9-Completes assignments on time | | |

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | 1 | 6 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | 1 | 6 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 6 |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 3 | 17 |
| A17-Practices behaviors that contribute to job retention or advancement | 1 | 6 |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 1 | 6 |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 6 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 3 | 17 |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 1 | 6 |
| V5-Exhibits pride in workmanship | 2 | 11 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 6 |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | 1 | 6 |
| V10-Willingly acquires additional training and education relevant to job function | | |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | 1 | 6 |
| V13-Demonstrates that one is a responsible worker | 3 | 17 |

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 1 | 6 |
| V16-Understands the interrelated role of management and labor | 1 | 6 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 5 | 28 |
| V21-Is punctual | 1 | 6 |
| V22-Works hard | 1 | 6 |
| V23-Is courteous and respectful to clients and fellow workers | 1 | 6 |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | 1 | 6 |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | 2 | 11 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | 2 | 11 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | | |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | 2 | 11 |
| S15-Understanding and following oral and written instructions | 1 | 6 |
| S16-Adjusting, repairing, maintaining job-related equipment | 1 | 6 |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 2 | 11 |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | 1 | 6 |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 11 |
| A3-Copes with authority exercised by others in constructive ways | 1 | 6 |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 6 |
| A5-Exhibits positive work attitude | 3 | 17 |
| A6-Works independently when necessary | 1 | 6 |
| A7-Develops ideas to improve methods | 1 | 6 |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XVIII
SALES OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | 1 | 6 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 6 | 33 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | 1 | 6 |
| A19-Uses time and energy efficiently | 2 | 11 |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 6 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 3 | 17 |
| V1-Maintains self-discipline | 1 | 6 |
| V2-Values own worth and dignity | 1 | 6 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 1 | 6 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | 6 | 33 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 6 |
| V8-Values checking own work for thoroughness and accuracy | 2 | 11 |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 3 | 17 |
| V11-Is independent and self-reliant | 1 | 6 |
| V12-Uses ethical standards of conduct | 1 | 6 |
| V13-Demonstrates that one is a responsible worker | 3 | 17 |

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 1 | 6 |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 1 | 6 |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 6 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | 1 | 6 |
| V27-Shows company loyalty | 1 | 6 |

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | 2 | 4 |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | 3 | 6 |
| S4-Performing tasks requiring manual-perceptual skills. | 1 | 2 |
| S5-Making appropriate "next-step" choices | 1 | 2 |
| S6-Applying computational skills | 3 | 6 |
| S7-Planning, making, or assembling job-related items | 1 | 2 |
| S8-Developing and interpreting statistical data | 1 | 2 |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | 2 | 4 |
| S10-Budgeting time effectively | 2 | 4 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 9 | 18 |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | 2 | 4 |
| S15-Understanding and following oral and written instructions | 6 | 12 |
| S16-Adjusting, repairing, maintaining job-related equipment | 1 | 2 |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 2 | 4 |
| S20-Maintaining accurate and appropriate records | 1 | 2 |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | 1 | 2 |
| S23-Communicating effectively with clients and fellow workers | 3 | 6 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | 1 | 2 |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 1 | 2 |
| A3-Copes with authority exercised by others in constructive ways | 3 | 6 |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 2 |
| A5-Exhibits positive work attitude | 8 | 16 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | 1 | 2 |
| A9-Completes assignments on time | 2 | 4 |

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | 1 | 2 |
| A13-Both compromises and exercises influence in the achievement of group goals | 1 | 2 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 2 |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 9 | 18 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 3 | 6 |
| A20-Handles stress on the job | 1 | 2 |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 3 | 6 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | 1 | 2 |

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 3 | 6 |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 2 | 4 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 2 | 4 |
| V5-Exhibits pride in workmanship | 5 | 10 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 2 |
| V8-Values checking own work for thoroughness and accuracy | 1 | 2 |
| V9-Views all honest work as honorable, worthy, and dignified | 1 | 2 |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 2 |
| V11-Is independent and self-reliant | 2 | 4 |
| V12-Uses ethical standards of conduct | 1 | 2 |
| V13-Demonstrates that one is a responsible worker | 8 | 16 |

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND (N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 2 | 4 |
| V16-Understands the interrelated role of management and labor | 3 | 6 |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | 1 | 2 |
| V18-Desires upward economic mobility | 1 | 2 |
| V19-Strives for excellence and competence | 3 | 6 |
| V20-Regular in attendance | 7 | 14 |
| V21-Is punctual | 2 | 2 |
| V22-Works hard | 4 | 8 |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | 2 | 4 |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | 2 | 4 |

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | 1 | 5 |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | 2 | 10 |
| S5-Making appropriate "next-step" choices | 1 | 5 |
| S6-Applying computational skills | 3 | 15 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 2 | 10 |
| S13-Adapting and adjusting to change, is flexible | 1 | 5 |
| S14-Reading, writing and speaking effectively | 5 | 25 |
| S15-Understanding and following oral and written instructions | 3 | 15 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | 1 | 5 |
| S23-Communicating effectively with clients and fellow workers | 1 | 5 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 10 |
| A3-Copes with authority exercised by others in constructive ways | 1 | 5 |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 4 | 20 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 2 | 10 |
| A11-Reacts positively to constructive criticism | 1 | 5 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | 1 | 5 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 6 | 30 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | 1 | 5 |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 5 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | 1 | 5 |
| A26-Shows respect for others' property | | |

TABLE XX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 2 | 10 |
| V1-Maintains self-discipline | 2 | 10 |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | | |
| V6-Manages personal income effectively | 6 | 30 |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | 1 | 5 |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 5 |
| V11-Is independent and self-reliant | 1 | 5 |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | 2 | 10 |

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | | |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | 2 | 10 |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 5 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | 1 | 5 |

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | 1 | 10 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | 1 | 10 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 1 | 10 |
| S13-Adapting and adjusting to change, is flexible | 2 | 20 |
| S14-Reading, writing and speaking effectively | 1 | 10 |
| S15-Understanding and following oral and written instructions | 1 | 10 |
| S16-Adjusting, repairing, maintaining job-related equipment | 1 | 10 |
| S17-Relating basic procedures and principles to specific work areas | 1 | 10 |

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 2 | 20 |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related tasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | | |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 4 | 40 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 2 | 20 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | 1 | 10 |
| A19-Uses time and energy efficiently | 2 | 20 |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 10 |
| A23-Willing to work overtime | 1 | 10 |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | 1 | 10 |

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 2 | 20 |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 1 | 10 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 1 | 10 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | 3 | 30 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | 1 | 10 |
| V10-Willingly acquires additional training and education relevant to job function | | |
| V11-Is independent and self-reliant | 1 | 10 |
| V12-Uses ethical standards of conduct | 1 | 10 |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 2 | 20 |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | 1 | 10 |
| V20-Regular in attendance | 3 | 30 |
| V21-Is punctual | | |
| V22-Works hard | 2 | 20 |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | 1 | 10 |
| V27-Shows company loyalty | | |

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | 1 | 6 |
| S5-Making appropriate "next-step" choices | 1 | 6 |
| S6-Applying computational skills | 4 | 22 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data . | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | 2 | 11 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 4 | 22 |
| S13-Adapting and adjusting to change, is flexible | 1 | 6 |
| S14-Reading, writing and speaking effectively | 4 | 22 |
| S15-Understanding and following oral and written instructions | 2 | 11 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 1 | 6 |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related tasks. | | |
| S23-Communicating effectively with clients and fellow workers | 1 | 6 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | 1 | 6 |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 11 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | 1 | 6 |
| A5-Exhibits positive work attitude | 3 | 17 |
| A6-Works independently when necessary | 1 | 6 |
| A7-Develops ideas to improve methods | 1 | 6 |
| A8-Understands and accepts the apprentice role | 1 | 6 |
| A9-Completes assignments on time | 1 | 6 |

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 2 | 11 |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 1 | 6 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 3 | 17 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | 3 | 17 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | 1 | 6 |
| V8-Values checking own work for thoroughness and accuracy | 2 | 11 |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 2 | 11 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | 2 | 11 |
| V13-Demonstrates that one is a responsible worker | 6 | 33 |

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | 4 | 22 |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 5 | 28 |
| V21-Is punctual | 1 | 6 |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 6 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | 1 | 14 |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | 1 | 14 |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | 2 | 29 |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 3 | 43 |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | 3 | 43 |
| S15-Understanding and following oral and written instructions | 1 | 14 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | 1 | 14 |
| A1-Appreciates individual differences | 1 | 14 |
| A2-Cooperates with fellow workers | 1 | 14 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 1 | 14 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | 1 | 14 |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 1 | 14 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | 1 | 14 |
| V1-Maintains self-discipline | 1 | 14 |
| V2-Values own worth and dignity | 1 | 14 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | 1 | 14 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | | |
| V11-Is independent and self-reliant | 1 | 14 |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | 1 | 14 |

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | | |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 1 | 14 |
| V21-Is punctual | 1 | 14 |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | 1 | 14 |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | 1 | 14 |
| V27-Shows company loyalty | | |

APPENDIX IV

MOST COMMON

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | 2 | 5 |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | 1 | 3 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 1 | 3 |
| S13-Adapting and adjusting to change, is flexible | 1 | 3 |
| S14-Reading, writing and speaking effectively | 1 | 3 |
| S15-Understanding and following oral and written instructions | | |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related tasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 5 |
| A3-Copes with authority exercised by others in constructive ways | 1 | 3 |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 2 | 5 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 1 | 3 |
| A11-Reacts positively to constructive criticism | 1 | 3 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 2 | 5 |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 1 | 3 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 4 | 10 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 4 | 10 |
| V5-Exhibits pride in workmanship | | |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | 1 | 3 |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 3 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | 1 | 3 |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 9 | 23 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 1 | 3 |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 1 | 9 |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | | |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related tasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 1 | 9 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 1 | 9 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 1 | 9 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXV
OFFICE OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON
(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 2 | 18 |
| V5-Exhibits pride in workmanship | | |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | 1 | 9 |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 2 | 18 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | 1 | 9 |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 1 | 9 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | | |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | 1 | 9 |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | | |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | | |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | 1 | 6 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 1 | 6 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | | |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | | |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 1 | 6 |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 6 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 2 | 11 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 1 | 6 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 2 | 11 |
| V5-Exhibits pride in workmanship | 1 | 6 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 2 | 11 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 6 | 33 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 1 | 6 |
| V21-Is punctual | 1 | 6 |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | | |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | 2 | 11 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 3 | 17 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 1 | 6 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 1 | 6 |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | | |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 1 | 6 |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | 1 | 6 |

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | | |
| V5-Exhibits pride in workmanship | 1 | 6 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 6 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 4 | 22 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | | |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 6 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tarks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 1 | 2 |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | 1 | 2 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | 1 | 2 |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 4 | 8 |
| A3-Copes with authority exercised by others in constructive ways | 1 | 2 |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | | |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 1 | 2 |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibili for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | 1 | 2 |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | | |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 1 | 2 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 2 | 4 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 1 | 2 |
| V5-Exhibits pride in workmanship | | |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | 1 | 2 |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 2 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 12 | 25 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 2 | 4 |
| V21-Is punctual | 1 | 2 |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing task. requiring manual-perceptual skills. | 1 | 5 |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | 1 | 5 |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | 1 | 5 |
| S13-Adapting and adjusting to change, is flexible | 1 | 5 |
| S14-Reading, writing and speaking effectively | 1 | 5 |
| S15-Understanding and following oral and written instructions | | |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related tasks. | | |
| S23-Communicating effectively with clients and fellow workers | 1 | 5 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patien | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 10 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 1 | 5 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | 1 | 5 |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | | |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 1 | 5 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 2 | 10 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 1 | 5 |
| V5-Exhibits pride in workmanship | 1 | 5 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | 1 | 5 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 4 | 20 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | 1 | 5 |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | | |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | 1 | 10 |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | 1 | 10 |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 20 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | | |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | 1 | 10 |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | 1 | 10 |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | 1 | 10 |

TABLE XXX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 1 | 10 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 1 | 10 |
| V5-Exhibits pride in workmanship | 1 | 10 |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | | |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON
(N=10)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 1 | 10 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | | |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | 1 | 10 |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXXI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | 1 | 6 |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | | |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | | |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON

(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 2 | 11 |
| A3-Copes with authority exercised by others in constructive ways | 1 | 6 |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | | |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXXI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | | |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | 2 | 11 |
| A22-Accepts all honest work as honorable and having worth and dignity | 1 | 6 |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXXI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON
(N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | 1 | 6 |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | | |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 2 | 11 |
| V5-Exhibits pride in workmanship | | |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | 1 | 6 |
| V10-Willingly acquires additional training and education relevant to job function | 4 | 22 |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | | |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON (N=18)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 3 | 17 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | | |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectful to clients and fellow workers | 1 | 6 |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S1-Developing, interpreting graphs, charts, and tables. | | |
| S2-Using measurements, equivalents, ratios and proportions. | | |
| S3-Preparing reports and summaries | | |
| S4-Performing tasks requiring manual-perceptual skills. | | |
| S5-Making appropriate "next-step" choices | | |
| S6-Applying computational skills | | |
| S7-Planning, making, or assembling job-related items | | |
| S8-Developing and interpreting statistical data | | |
| S9-Applying concepts, principles and procedures to circumstances different from those in which learned | | |
| S10-Budgeting time effectively | | |
| S11-Calculating and estimating quantitatively | | |
| S12-Operating tools and equipment relevant to job | | |
| S13-Adapting and adjusting to change, is flexible | | |
| S14-Reading, writing and speaking effectively | | |
| S15-Understanding and following oral and written instructions | | |
| S16-Adjusting, repairing, maintaining job-related equipment | | |
| S17-Relating basic procedures and principles to specific work areas | | |

TABLE XXXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON

(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| S18-Implementing, modifying plans as basis of feedback | | |
| S19-Organizing self and situations to accomplish tasks | | |
| S20-Maintaining accurate and appropriate records | | |
| S21-Anticipating needs of job and/or clients | | |
| S22-Instructing others in job-related rasks. | | |
| S23-Communicating effectively with clients and fellow workers | | |
| S24-Meets quality standards | | |
| S25-Completes tasks; is patient | | |
| S26-Uses imagination | | |
| S27-Asks questions | | |
| S28-Knowing metrics | | |
| A1-Appreciates individual differences | | |
| A2-Cooperates with fellow workers | 1 | 14 |
| A3-Copes with authority exercised by others in constructive ways | | |
| A4-Adjusts behaviors to meet employers changing values and needs | | |
| A5-Exhibits positive work attitude | 2 | 29 |
| A6-Works independently when necessary | | |
| A7-Develops ideas to improve methods | | |
| A8-Understands and accepts the apprentice role | | |
| A9-Completes assignments on time | | |

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A10-Practices safety towards self, and others | | |
| A11-Reacts positively to constructive criticism | | |
| A12-Assumes personal responsibility for the consequences of his/her choices | | |
| A13-Both compromises and exercises influence in the achievement of group goals | | |
| A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation | | |
| A15-Reacts positively to competitive situations, win or lose | | |
| A16-Demonstrates initiative on the job | | |
| A17-Practices behaviors that contribute to job retention or advancement | | |
| A18-Copes with failure | | |
| A19-Uses time and energy efficiently | | |
| A20-Handles stress on the job | | |
| A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa | | |
| A22-Accepts all honest work as honorable and having worth and dignity | | |
| A23-Willing to work overtime | | |
| A24-Open and candid; not temperamental | | |
| A25-Is neat about work | | |
| A26-Shows respect for others' property | | |

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| A27-Is goal-oriented career rather than "job" oriented | | |
| V1-Maintains self-discipline | | |
| V2-Values own worth and dignity | | |
| V3-Demonstrates integrity, tells the truth, keeps promises, pays debts | 1 | 14 |
| V4-Maintains good health, neatness, good grooming, and fitness habits | 3 | 43 |
| V5-Exhibits pride in workmanship | | |
| V6-Manages personal income effectively | | |
| V7-Respects an individual's rights and responsibilities for a self-determined lifestyle | | |
| V8-Values checking own work for thoroughness and accuracy | | |
| V9-Views all honest work as honorable, worthy, and dignified | | |
| V10-Willingly acquires additional training and education relevant to job function | | |
| V11-Is independent and self-reliant | | |
| V12-Uses ethical standards of conduct | 2 | 30 |
| V13-Demonstrates that one is a responsible worker | | |

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

| QUALITY | # OF RESPOND. | % OF RESPOND. |
|---|---|---|
| V14-Has basic understanding and appreciation of the free enterprise system | | |
| V15-Understands that one is paid relative to the value of work | | |
| V16-Understands the interrelated role of management and labor | | |
| V17-Recognizes the difference between the satisfaction from having earned something from being given something | | |
| V18-Desires upward economic mobility | 3 | 43 |
| V19-Strives for excellence and competence | | |
| V20-Regular in attendance | | |
| V21-Is punctual | | |
| V22-Works hard | | |
| V23-Is courteous and respectiful to clients and fellow workers | | |
| V24-Positive, outgoing behavior; enthusiasm | | |
| V25-Doesn't waste time | | |
| V26-Pays attention, listens | | |
| V27-Shows company loyalty | | |

# APPENDIX V

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

TABLE XXXIII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Machining Occupations (02)

BACKGROUND DATA:

* Number of companies reporting this occupation = 21

* Number of employees presently employed in this occupation = 461

* Average number of employees per company = 22

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | 2 |
| Increase of 6 to 25 employees | 4 |
| Increase of 1 to 5 employees | 9 |
| NO CHANGE | 6 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +8

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +37%

TABLE XXXIV

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Printing Occupations (03)

BACKGROUND DATA:

* Number of companies reporting this occupation = 4

* Number of employees presently employed in this occupation = 126

* Average number of employees per company = 32

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | 1 |
| Increase of 6 to 25 employees | |
| Increase of 1 to 5 employees | |
| NO CHANGE | 3 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +10

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +31%

TABLE XXXV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Industrial Production and Related Occupations (04)

BACKGROUND DATA:

* Number of companies reporting this occupation = 35

* Number of employees presently employed in this occupation = 3004

* Average number of employees per company = 86

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | 2 |
| Increase of 51 to 100 employees | 2 |
| Increase of 26 to 50 employees | 5 |
| Increase of 6 to 25 employees | 8 |
| Increase of 1 to 5 employees | 8 |
| NO CHANGE | 8 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | 1 |
| Decrease of 26 to 50 employees | 1 |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +20

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +23%

TABLE XXXVI

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

### Clerical Occupations (05)

BACKGROUND DATA:

* Number of companies reporting this occupation = 60
* Number of employees presently employed in this occupation = 2914
* Average number of employees per company = 49

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | 1 |
| Increase of 51 to 100 employees | 1 |
| Increase of 26 to 50 employees | 2 |
| Increase of 6 to 25 employees | 4 |
| Increase of 1 to 5 employees | 19 |
| NO CHANGE | 30 |
| Decrease of 1 to 5 employees | 2 |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | 1 |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +6

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +12%

TABLE XXXVII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Computer and Related Occupations (06)

BACKGROUND DATA:

* Number of companies reporting this occupation = 7

* Number of employees presently employed in this occupation = 85

* Average number of employees per company = 12

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | 2 |
| Increase of 6 to 25 employees | 3 |
| Increase of 1 to 5 employees | 2 |
| NO CHANGE | - |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +18

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +150%

TABLE XXXVIII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Banking Occupations (07)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3

* Number of employees presently employed in this occupation = 340

* Average number of employees per company = 113

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 2 |
| Increase of 1 to 5 employees | 1 |
| NO CHANGE | |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +11

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +10%

TABLE XXXIX

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

### Insurance Occupations (08)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 456
* Average number of employees per company = 152

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | 1 |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | |
| Increase of 1 to 5 employees | 2 |
| NO CHANGE | |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +39

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +26%

TABLE XL

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Administrative and Related Occupations (09)

BACKGROUND DATA:

* Number of companies reporting this occupation = 54

* Number of employees presently employed in this occupation = 538

* Average number of employees per company = 10

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | 1 |
| Increase of 26 to 50 employees | 1 |
| Increase of 6 to 25 employees | 1 |
| Increase of 1 to 5 employees | 7 |
| NO CHANGE | 44 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +3

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +30%

TABLE XLI

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Cleaning and Related Occupations (10)

BACKGROUND DATA:

* Number of companies reporting this occupation = 4

* Number of employees presently employed in this occupation = 67

* Average number of employees per company = 17

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | |
| Increase of 1 to 5 employees | 3 |
| NO CHANGE | 1 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +2

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +12%

TABLE XLII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Food Service Occupations (11)

BACKGROUND DATA:

* Number of companies reporting this occupation = 13

* Number of employees presently employed in this occupation = 361

* Average number of employees per company = 28

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | 1 |
| Increase of 51 to 100 employees | 3 |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | |
| Increase of 1 to 5 employees | 5 |
| NO CHANGE | 3 |
| Decrease of 1 to 5 employees | 1 |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +34

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +121%

TABLE XLIII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Personal Service Occupations (12)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3

* Number of employees presently employed in this occupation = 39

* Average number of employees per company = 13

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | 2 |
| Increase of 6 to 25 employees | |
| Increase of 1 to 5 employees | 1 |
| NO CHANGE | |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +26

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +200%

TABLE XLIV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Sales Occupations (18)

BACKGROUND DATA:

* Number of companies reporting this occupation = 46

* Number of employees presently employed in this occupation = 2324

* Average number of employees per company = 51

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | 1 |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | 3 |
| Increase of 6 to 25 employees | 5 |
| Increase of 1 to 5 employees | 10 |
| NO CHANGE | 27 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +10

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +20%

TABLE XLV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Construction Occupations (19)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2

* Number of employees presently employed in this occupation = 30

* Average number of employees per company = 15

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 1 |
| Increase of 1 to 5 employees | 1 |
| NO CHANGE | |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +9

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +60%

TABLE XLVI

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Driving Occupations (23)

BACKGROUND DATA:

* Number of companies reporting this occupation = 20

* Number of employees presently employed in this occupation = 233

* Average number of employees per company = 12

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 4 |
| Increase of 1 to 5 employees | 6 |
| NO CHANGE | 10 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +4

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +33%

TABLE XLVII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Engineering Occupations (25)

BACKGROUND DATA:

* Number of companies reporting this occupation = 7

* Number of employees presently employed in this occupation = 71

* Average number of employees per company = 10

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 1 |
| Increase of 1 to 5 employees | 2 |
| NO CHANGE | 4 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +3

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +30%

TABLE XLVIII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Scientific and Technical Occupations (30)

BACKGROUND DATA:

* Number of companies reporting this occupation = 9

* Number of employees presently employed in this occupation = 38

* Average number of employees per company = 4

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 2 |
| Increase of 1 to 5 employees | 4 |
| NO CHANGE | 3 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +5

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +125%

TABLE XLXX

## OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

### Telephone Craft Occupations (31)

BACKGROUND DATA:

* Number of companies reporting this occupation = 1
* Number of employees presently employed in this occupation = 450
* Average number of employees per company = 450

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | 1 |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | |
| Increase of 1 to 5 employees | |
| NO CHANGE | |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +180

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +40%

TABLE L

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Mechanics and Repairers Occupations (32)

BACKGROUND DATA:

* Number of companies reporting this occupation = 27

* Number of employees presently employed in this occupation = 284

* Average number of employees per company = 11

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | 3 |
| Increase of 6 to 25 employees | 1 |
| Increase of 1 to 5 employees | 9 |
| NO CHANGE | 13 |
| Decrease of 1 to 5 employees | 1 |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +6

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +55%

TABLE LI

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Medical Technologist, Technician and Assistant Occupations (35)

BACKGROUND DATA:

* Number of companies reporting this occupation = 1

* Number of employees presently employed in this occupation = 3

* Average number of employees per company = 3

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 1 |
| Increase of 1 to 5 employees | |
| NO CHANGE | |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +15

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +500%

TABLE LII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Design Occupations (44)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3

* Number of employees presently employed in this occupation = 15

* Average number of employees per company = 5

* * PROJECTED CHANGES * *

| Size of Increase or Decrease | Number of Companies Projecting Change |
|---|---|
| Increase of over 100 employees | |
| Increase of 51 to 100 employees | |
| Increase of 26 to 50 employees | |
| Increase of 6 to 25 employees | 1 |
| Increase of 1 to 5 employees | 1 |
| NO CHANGE | 1 |
| Decrease of 1 to 5 employees | |
| Decrease of 6 to 25 employees | |
| Decrease of 26 to 50 employees | |
| Decrease of 51 to 100 employees | |
| Decrease of over 100 employees | |

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +6

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +120%